REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Aeronautics and Space Administration (NASA)

2. MAJOR SUBDIVISION
NASA Headquarters

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Patti F. Stockman, NASA Records Officer

5. TELEPHONE
(202) 358-4787

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[ ] is not required;
[ ] is attached; or
[ ] has been requested.

DATE
10/19/2006

SIGNATURE OF AGENCY REPRESENTATIVE
Patti F. Stockman

TITLE
NASA Records Officer, NASA Headquarters, Code AO

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
The below new schedule item is being proposed for previously unscheduled trademark records. It will be added to the NASA Records Retention Schedules as item 2.3 in NRRS schedule 2, Legal and Technical Records.

NRRS

2/2.3

Trademark Files

Records created in any and all media by the NASA Office of General Counsel or Center Offices of Chief Counsel, their internal NASA clients, and NASA contractors in the course of their efforts to obtain federal trademark registrations at the U.S. Patent and Trademark Office for NASA marks.

All trademark-related records are located under this Schedule. Trademark files (whether registered or not), including but not limited to correspondence, applications, right to use investigations, fees, renewals, infringement case files, and notification files.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

RETAIN IN OFFICE OF THE GENERAL/CHIEF PATENT COUNSEL. DESTROY WHEN 37 YEARS OLD.