



Office of the Chief  
Records Officer for the  
U.S. Government

***Sent Via Email. No Hard Copy to Follow.***

April 12, 2021

Mr. Frederick W. Steckler  
Chief Administrative Officer  
Department of Commerce  
United States Patent and Trademark Office  
P.O. Box 1450  
Alexandria, VA 22313  
Frederick.Steckler@uspto.gov

Dear Mr. Steckler:

After a careful review of your letter dated January 22, 2021, requesting NARA's approval of digitized trademarks as the official recordkeeping copies, we believe that there has been an unauthorized disposition of U.S. Patent and Trademark Office (USPTO) records. More specifically, your letter confirms the destruction of hard copy trademarks from 2006 to 2010. USPTO's Trademarks and Registrations schedule, N1-241-06-002, Item 2 is not media neutral, and therefore, the destruction of the permanent hard copy records upon digitization was not authorized by NARA. Also, please note that per 36 CFR 1230.14, if records have been removed or destroyed without NARA's proper authorization, agencies must report these incidents promptly to NARA.

In order to obtain approval to make the digitized versions of the trademark records the official recordkeeping copy, you must submit a new records schedule to NARA. Please contact your appraisal archivist, Valerie Terray, directly to submit this schedule in ERA for review and approval.

In accordance with 36 CFR 1230.16, NARA requests that USPTO investigate this matter and provide a response within 30 days that includes, specific details of the disposition incident, a description (including volume) of the permanent records affected, and a statement of the safeguards that have been or will be implemented to prevent future unauthorized dispositions of records.

Thank you for your attention to this matter. If you wish to discuss further, including your plans to schedule and store the records in question, please do not hesitate to contact me directly at [Laurence.Brewer@nara.gov](mailto:Laurence.Brewer@nara.gov)

Sincerely,

A handwritten signature in blue ink that reads "Laurence v. Brewer". The signature is written in a cursive style with a large initial 'L'.

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government

cc:

Kimberly Hardy, Agency Records Officer, [Kimberly.hardy@uspto.gov](mailto:Kimberly.hardy@uspto.gov)  
Christopher G. Baker, Alternate Agency Records Officer,  
[Christopher.baker@uspto.gov](mailto:Christopher.baker@uspto.gov)