Big Bucket Schedule Example - Trademarks

* The U.S. Patent and Trademark Office used the Big Bucket approach for Trademark Registration and Maintenance process
* The Schedule addresses both paper and electronic records
* The schedule updated and superseded the existing schedule while adding new items at the same time. A crosswalk was designed to help implement the changes.  
  (Refer to **Handout 4.03** – Crosswalk for Big Bucket Schedule in your Participant Guide.)

Trademarks Registration and Maintenance

Records scheduled under the Trademark Registration and Maintenance series contain official Federal records that reflect registration and maintenance of trademarks.

A trademark is a word, phrase, symbol, or design, or a combination of words, phrases, symbols, or designs, that identifies and distinguishes the source of the goods of one party from those of others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of a service rather than a product. Throughout this document, the term “trademark” refers to both trademarks and service marks.

The United States Patent and Trademark Office (USPTO) reviews trademark applications for Federal registration and determines whether an applicant meets the requirements for Federal registration. Federal registration of trademarks is governed by the Trademark Act of 1946, 15 U.S.C. §1051 et seq., and the Trademark Rules of Practice, 37 C.F.R. Part 2.

The following constitute the series:

* Trademarks Program and Policy Subject Files. These records cover issues that affect the overall direction, operation, programs of the Trademark Organization and official policy actions of the Commissioner for Trademarks.
* This covers official record copy of manuals, reports, studies, memoranda, committee papers, minutes of meetings, calendars, notes, and similar records that pertain to overall high-level management, oversight, and direction of trademark policies.
* Also included are Trademark procedures, decisions, projects, training, and programs. The records include the official copy of the *Trademark Manual of Examining Procedure* (*TMEP*); files pertaining to the development of new programs such as implementation of the Madrid International Protocol for processing and examining trademark applications; internal training programs for examination and registration of trademarks; briefing books prepared for the Commissioner and other high-level officials; issue papers and reports to higher levels on USPTO programs and plans; strategic and long-range planning files.

PERMANENT: Transfer to NARA 20 years after closure or when superseded.

* Trademark Case File Records and Related Indexes. This series consists of the trademark applications and case files, as well as any related index or finding aids for the case files. Documents include records of intake, examination, prosecution, assignment, registration and post-examination activity that constitute the record of a case file.

PERMANENT: Transfer to NARA six years after trademark registrations are cancelled or expired.

* Trademark Case File Feeder Records and Related Indexes. This series consists of source records and records generated by various trademark automated information systems that are then loaded into the official case file record. They are considered a feeder to the official case file. The permanent records are held in the official case file and official repository, and the feeder systems hold records and information on a temporary basis.

Extra paper copies or papers that are scanned into the systems are considered feeder records and are not permanent.

TEMPORARY: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.

* Trademarks General Administrative & Short-Term Subject Files. These are records that are necessary for the performance of the Trademark Organization but do not document significant oversight, policy, procedures, direction or programs.

This includes non-Commissioner correspondence that has no long-term administrative value, periodic reports, memoranda, and similar reports of medium-term value that are created, received, or maintained by Trademark offices. These pertain to general office administrative management of Trademark programs and projects, and are used primarily for short-term reference.

Included are records of production and pendency documentation, processing logs, withdrawal notices, tracking of applications, copies of controlled correspondence, education and training program administrative information, delegations of authorities and various temporary committee records and reports.

The majority of the records in this series are associated with data entry, tracking, and extra copies of materials found elsewhere in this schedule.

TEMPORARY: Destroy when superseded or when no longer needed for USPTO business