

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0241-2019-0002

Status: INACTIVE  
Date Approved: 12/09/2019

---

## General Information

Agency or Establishment	United States Patent and Trademark Office
Record/Scheduling Group	0241 - Records of the Patent and Trademark Office
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of the Ombudsman
Schedule Subject	USPTO Office of the Ombudsman Records
Additional Schedule Information	The records concern the functions and administration of the USPTO Office of the Ombudsman (“Office”). The Office is an independent, confidential, informal, and impartial conflict resolution practitioner, and it maintains all communications with those seeking its assistance in strict confidence. The Office takes all reasonable steps to safeguard the anonymity and confidentiality of its inquirers in accordance with 5 U.S.C. § 571-584 and International Ombudsman Association standards. This includes protecting the identity of any individual contacting the Office as well as any information that could be used to identify that individual.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0241-2019-0002

Status: INACTIVE  
Date Approved: 12/09/2019

---

## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0241-2019-0002

Status: INACTIVE  
Date Approved: 12/09/2019

---

Outline of Records Schedule Items for DAA-0241-2019-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Inquiries and Resolutions	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0241-2019-0002

Status: INACTIVE  
Date Approved: 12/09/2019

Records Schedule Items

DAA-0241-2019-0002-0001	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Inquiries and Resolutions
Item Description	Records include inquiries for ombudsman services, as well as reviews and analysis, correspondence, notes, status updates, resolutions, and responses related to such inquiries
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
DAA-0241-2018-0005-0003	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0241-2025-0002-0003 on 05/05/2026.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff upon closure or resolution
Retention Period	Other: Destroy upon closure or resolution
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	Requested and Received

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0241-2019-0002

Status: INACTIVE  
Date Approved: 12/09/2019

---

Signatory Information

Action	User	Date
Approve	David Ferriero	12/09/2019



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

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.