

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules

(P) Permanent

(T) Temporary

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-241-89-3

DATE RECEIVED

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

DEPARTMENT OF COMMERCE

2 MAJOR SUBDIVISION

PATENT AND TRADEMARK OFFICE

3 MINOR SUBDIVISION

OFFICE OF THE COMMISSIONER

4 NAME OF PERSON WITH WHOM TO CONFER

JANICE HALL PICKERING

5 TELEPHONE EXT

557-0410

DATE

1/11/90

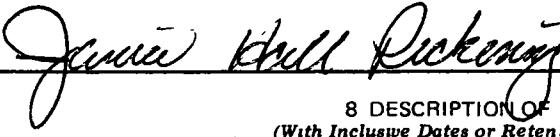
ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE



I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B. DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	
10-6-89		Records Officer	
7 ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Item 5. Congressional Correspondence Files.</u> Add the following as Item 5c.</p> <p>Copies of all correspondence with Members of Congress maintained in offices below that of the Commissioner or Deputy Commissioner.</p> <p><u>DISPOSITION:</u> DESTROY when five years old or sooner if no longer needed for reference. Transfer to the WNRC not authorized.</p>		