



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-24-90-3
1. FROM (Agency or establishment)		DATE RECEIVED	1/2/90
2. MAJOR SUBDIVISION DEPARTMENT OF COMMERCE		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION PATENT AND TRADEMARK OFFICE		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER OFFICE OF INFORMATION SYSTEMS JANICE PICKERING <i>Janice Pickering</i>		5. TELEPHONE EXT.	DATE
		557-0410	12/11/90
6. CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	

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 2 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
1-10-90	<i>Janice Hall Pickering</i>	Records + Forms 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 GRS OR SUPERSEDED JOB CITATION	10.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)
<b>MITRE COMPANY CONTRACT FILES</b>			
1.	<p><b>CORRESPONDENCE FILES, 1984 - .</b> Arranged chronologically. Correspondence between PTO and Mitre on general subjects that are not included in one of the separate files described elsewhere.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		
2.	<p><b>PROGRESS REPORTS, 1984 - .</b> Arranged chronologically. Monthly progress reports on contract objectives, showing each task, current objectives for the task, progress, problems, and planned activities.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		
<i>Copies sent to agency, NN-W, NNT, NCF 12/13/90</i>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p><b>TECHNICAL REPORTS, 1984 - .</b> Arranged chronologically by submission date. Technical reports submitted by Mitre under the terms of the contract with PTO.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		
4.	<p><b>TECHNICAL LETTERS, 1984 - .</b> Arranged numerically. Numbered technical memoranda, prepared by the contractor as responses to specific questions or requests for information or clarification.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		
5.	<p><b>WORKING PAPERS, 1984 - .</b> Arranged chronologically. Drafts of technical reports submitted to PTO for review and comment. The working papers result in technical reports that are deliverables under the terms of the contract.</p> <p>DISPOSITION. Destroy six months after the delivery of the final version of the technical report.</p>		