

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0241-2025-0001

Status: APPROVED
Date Approved: 04/14/2026

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-wide
Schedule Subject	Trademarks Sanctions Records
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0241-2025-0001

Item #	Title	Disposition
0001	Administrative Action records	Temporary
0002	Reports	Temporary

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Records Schedule Items

DAA-0241-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Administrative Action records	
Item Description	These records include but are not limited to documents such as show cause orders, orders for sanctions, and account suspension orders, and other evidential records and information captured, created, received, or produced in association with the administrative review process.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after end administrative process	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0241-2025-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Reports	
Item Description	These records include but are not limited to reports and other output products produced in and associated with administrative sanctions process, to include show cause orders and final orders for sanctions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when Cutoff after formulation and production.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



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.