

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-244-89-1	DATE RECEIVED 3-13-89
1 FROM <i>(Agency or establishment)</i> DEPARTMENT OF COMMERCE		NOTIFICATION TO AGENCY	
2 MAJOR 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION RECORDS AND PROPERTY MANAGEMENT BRANCH		5 TELEPHONE EXT 557-0410	DATE 12/6/89
4 NAME OF PERSON WITH WHOM TO CONFER JANICE HALL PICKERING		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 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 3-1-89	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE RECORDS & FORMS OFFICER, USPTO
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p align="center"><u>PATENT COOPERATION TREATY APPLICATIONS AND RELATED RECORDS</u></p> <p>Under the Patent Cooperation Treaty the Patent and Trademark Office searches international applications and performs international preliminary examinations. The records scheduled below are created pursuant to that responsibility.</p> <p>1. <u>International Applications (Home Copy) File</u>. The home copy file consists of the Patent and Trademark Office's official copies of international applications and related papers maintained by the Patent and Trademark Office to ensure that a complete copy of the file is always available. The official applications (record copies) are maintained by WIPO.</p> <p>Transfer to the Washington National Records Center when 3 years old. DESTROY when 17 years old.</p>		

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 2 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>International Applications (Search Copy) File.</u> The search copy file consists of copies of international applications used by the staff of the Patent and Trademark Office to search for possible prior art. The files contain search results not found in the home copy file.</p> <p>Transfer to the Washington National Records Center when 3 years old. DESTROY when 17 years old.</p>		
3.	<p><u>Index to International Applications.</u> Card index maintained to track the processing of international applications files.</p> <p>DESTROY individual cards 17 years after filing of application.</p>		
4.	<p><u>Abandoned Applications Filed under 35 USC 371.</u> Incomplete applications filed under 35 USC 371 where applicant did not complete requirements necessary to have a proper National Stage U.S. application for patent.</p> <p>Transfer to the Washington National Records Center when 3 years old. DESTROY when 17 years old.</p>		
5.	<p><u>Patent Cooperation Treaty Policy Files.</u> (Closed series) Files documenting the initial planning and implementation of the Patent Cooperation Treaty within the Patent and Trademark Office.</p> <p>PERMANENT. Transfer to the Washington National Center. Transfer to the National Archives when the most recent record is 20 years old.</p>		WITHDRAWN