

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Transportation Systems Center

3. MINOR SUBDIVISION

Patent Office

4. NAME OF PERSON WITH WHOM TO CONFER

Herbert E. Farmer

5. TEL EXT

617
494-2730

LEAVE BLANK

JOB NO

NC1 398 78 5

DATE RECEIVED

15 MAR 1978

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-21-78
Date

James B. Rhoads
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.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/9/78 3/13/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen M. Schneider</i>	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Contract Administration of Patent and New Technology Clauses Case Files.</u></p> <p>R&D Contracts, Modifications, Correspondence and Documents pertaining to actual administration of patent and new technology clauses in contracts especially pertaining to reporting and processing of inventions required to be reported.</p> <p>Transfer to the FARC 2 years after contract is closed out.</p> <p>Destroy 18 years after transfer.</p>		

115-107

sent to agency, 1 NC-11NF-4/25/78

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4