NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-241-97-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 06/30/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-241-09-001, item 1.a.6.1

Item 3 was superseded by N1-241-09-001, item 1.b.4.2

Item 4 was superseded by N1-241-09-001, item 1.a.3.2

Item 6 was superseded by N1-241-09-001, item 1.a.1.1

Item 7 was superseded by N1-241-09-001, item 1.b.3.1

Items 8a and 8b were superseded by N1-241-05-002, item 1a

Item 9 was superseded by N1-241-09-001, item 1.b.1.2

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

				• • • • • • • • • • • • • • • • • • • •	
REQUEST FOR RECORDS DISPOSITION AUTHORITY		TY :	LEAVE BLANK (NARA use only) JOB NUMBER		
(See Instructions on reverse)			JOB NUMBE	N1-241	-97-1
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		VIR)	DATE RECEIVED		
WASHINGTON, DC 20408			5-20-47		
FROM (Agency or establishment) Department of Commerce			NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION				ince with the pro	
Patent and Trademark Office			U.S.C. 3303a the disposition request, including amendments, is approved except		
3. MINOR SUBDIVISION			for items to not approv	hat may be marked ed" or "withdrawn"	d "disposition in column 10.
Data Administration Division 4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE		DATE	ABCUIVIET OF TH	E LINUTO OTATEO
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	11		ANCHIVIST OF TH	E UNITED STATES
Kathleen A. Schultz	(703) 308-7400		11-3-97	Homew.	Carl_
6. AGENCY CERTIFICATION			7	/	
I hereby certify that I am authorized to act for	this agency in m	atters per	rtaining to Y	he disposition	of its records
and that the records proposed for disposal on	the attached	3 page(s) are not no	ow needed for	the business
of this agency or will not be needed after the the General Accounting Office, under the pr	e retention period	as specifi	ied; and tha	t written conc	urrence from
Agencies,	ovisions of Title	o or the	GAO Mant	iai for Guidan	ce of rederal
is not required; is attached; or			has been requested.		
DATE SIGNATURE OF AGENCY REPR		TITLE			
5/14/97 Kuthlein a. Schultz. Reco			s Officer		
		Kecord	8 Ullicer		
7. ITEM 8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSIT	TION		GRS OR	10. ACTION
NO.				CITATION	TAKEN (NARA USE ONLY)
q					
			I		
1 See items 1-8 attached.					
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115-109

Patent and Trademark Office

Commissioner of Patents and Trademarks

1. Speaker's Files

Invitations and related correspondence, schedules, travel itineraries and vouches, and related records concerning scheduling of PTO speakers.

Disposition: Destroy when 3 years old.

NC1-241-76-1 #107

NC1-241-76-1 #81

Office of Enrollment and Discipline

2. Unsuccessful Applications

Includes correspondence, application, transcripts, and related records. Used to process requests for refunds and to document completed actions if the applicant continues at a later time. Also used to document reasons for denial, which are referred to when applicants reapply after satisfying deficiencies.

- a. Applicants approved to take the examination but fail to follow through.
- b. Applicants not meeting qualifications for the enrollment examination.

Disposition:

- a. Transfer to the FRC when 10 years old. Destroy when 30 years old.
- b. Transfer to the FRC when 10 years old. Destroy when 30 years old.
- 3. Significant Complaints and Investigations Database Significant complaints against attorneys and agents. Includes name, date of charge, nature of the compliant, summary of disposition, and status codes.

 <u>Disposition</u>: Delete records when 20 years old or when no longer needed for current agency business.

NC1-241-92-2 #4

GRS 23 ITEMS

Office of Public Affairs

4. Printed Articles

Articles submitted for clearance and printed in magazines, journals, and other information media. Includes related background materials.

Disposition: Destroy when 10 years old.

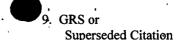
NC1-241-76-1 #105

5. Public Affairs Report

Weekly, monthly, and quarterly reports relating to public affairs activities prepared for the Department of Commerce.

Disposition: Destroy when 6 months old.

NC1-241-76-1 #106



Board of Patent Appeals and Interferences

6. BPAI Speeches

NC1-241-76-1 #111

Speeches delivered by members of the BPAI on the process and procedures of the Board and related activities of the PTO. Includes speech clearances.

Disposition: Permanent. Transfer to the FRC when 10 years old. Transfer to NARA when 30 years old.

Trademark Trial and Appeal Board

7. Index to TTAB cases

NC1-241-76-1 #97

Index on 4x6 cards listing TTAB proceeding number, parties, date filed, date instituted, answer filed, notice of default, default judgment, parties, consent judgment, motion for summary judgment action, action on motion, decision on merits, petition for reconsideration, action on petition, appeal Court of Customs and Patent Appeal, civil action, decision, and final termination. Used to track and find information about TTAB cases. Replaced by the Trademark Reporting And Monitoring System II (TRAM II).

<u>Disposition</u>: Permanent. Transfer to NARA when no longer needed for reference.

Patent Search Room

8. Inventor's Index

Indexes of patentees including filing date, serial number, patent number, assignee cross reference, class, and subclass.

- a. Card index.
- b. Bound volumes.
- c. CD-ROM

Disposition:

- a. Permanent. Transfer to NARA when no longer needed for reference.
- b. Permanent. Transfer to NARA when no longer needed for reference.
- c. Destroy when superseded or no longer needed.

NC1-241-76-1 #128

Addendum to Job No. N1-241-97-1

Patent and Trademark Office Office of the Solicitor

9. Employee (Examiner's) Testimony

Copies of certified depositions of PTO employees used as testimony in court cases. The records may also contain background materials, drafts, and notes.

AUTHORIZED DISPOSITION: Close files annually at the end of the CY and transfer to the FRC three years after closure. Destroy 30 years after closure.

Supersedes N1-241-96-1, Item 9