

September 16, 2003

MEMORANDUM FOR USPTO RECORDS COORDINATORS

FROM: Susan Brown, USPTO Records Officer

SUBJECT: USPTO-Wide Records Scheduling Inventory Project: Scheduling Initiative

In May of 2003 the USPTO entered into an agreement with the National Archives and Records Administration to develop an entirely new disposition set for USPTO records, based on media-neutral requirements. As our agency declares electronic records as official federal records we will work closely with the National Archives and Records Administration to obtain full approval for the new dispositions of those records. Dispositions will be based on a series of five "buckets" that represent the business processes at the USPTO.

It is expected that the final approval for the new records dispositions practices will come in late Spring of 2004. To date, the records management staff has had several preliminary meetings that have included a staff member from the National Archives and Records Administration, and we have developed process-driven categories based on business requirements.

An important part of the record scheduling process is the inventory of existing records. In the next several weeks, a member of the Records Team will be requesting records information from you or others in your office. This information will concern the type of records that your office has, how long the records are needed for agency business, and other issues surrounding the management of those records.

The re-scheduling of agency records is an integral part in the implementation of the 21st Century Strategic Plan. New legislation such as the Madrid Protocol, the implementation of the Image File Wrapper, and many other initiatives affect agency records management. We appreciate your assistance as we work towards ensuring that each business area can meet the business needs of the agency in managing their records.

We will contact you shortly to set up a meeting and to begin inventory work.