



UNITED STATES PATENT AND TRADEMARK OFFICE

OFFICE OF THE CHIEF INFORMATION OFFICER

June 22, 2009

MEMORANDUM TO PATENT BUSINESS AREA CONTACTS

FROM: SUSAN K. FAWCETT, RECORDS OFFICER

SUBJECT: PATENT BUSINESS RECORD SCHEDULE UPDATE

I am finalizing a project to re-align record retentions with business area functions. At the same time I am ensuring that all electronic records have a disposition authority. I need your assistance with a final check and review of changes, and will contact you shortly to arrange a thirty minute meeting to discuss further.

BACKGROUND

In 2003 the U.S. Patent and Trademark Office entered into a Memorandum of Understanding with the National Archives and Records Administration (NARA) to pilot a new method of flexible schedule of records.

In 2002 the E-Government Act required NARA to establish additional guidance on records retentions. NARA issued guidance in 2006 on Section 207 of the E-Gov Act., which requires that by the end of September 2009 all Federal agencies have retention schedules in place for automated information systems.

The pilot for flexible scheduling is coming to a close and at the same time the September deadline for compliance with the E-Gov act is approaching.

Over the last couple of years various Patent business area contacts have provided updates and we now have a draft document. These review meetings are the final step in editing.

RECORDS SCHEDULE REALIGNMENT MEETING

To achieve the most in the short time frame we have, I will provide you with a copy of your Business Area's current record schedule and the draft document showing changes and updates.

At the meeting we will discuss the retentions, proposed changes if any, and answer any questions you may have. I will then ask that you provide input on the section that represents your business area, within about 2-3 weeks from the meeting.

Thanks in advance for your assistance.