

# **DEPUTY ADMINISTRATOR FOR EXTERNAL AFFAIRS**

**And Reporting Offices:**

**DEPUTY ADMINISTRATOR FOR EXTERNAL AFFAIRS**

**OFFICES OF INTERNATIONAL RELATIONS, CONGRESSIONAL RELATIONS, AND ENFORCEMENT**

**Office of Congressional Relations**

**Office of International Relations**

**Office of Enforcement**

**USPTO Comprehensive Records Schedule**  
**Section 3 - DEPUTY ADMINISTRATOR FOR EXTERNAL AFFAIRS**

Reference Index

Index #	Series Title	Disposition Authority
<b><i>DEPUTY ADMINISTRATOR FOR EXTERNAL AFFAIRS</i></b>		
1	Intellectual Property Reference Material	GRS 20, 2a
2	Proposed Intellectual Property Legislation Files	N1-241-96-6:37
<b><i>OFFICES OF INTERNATIONAL RELATIONS, CONGRESSIONAL RELATIONS, AND ENFORCEMENT</i></b>		
<b><i>Office of Congressional Relations</i></b>		
3	Congressional Liaison File - Copies	N1-241-96-6:1
4	Legislative Reference File	GRS 20, 2a
<b><i>Office of International Relations</i></b>		
5	International Intellectual Property Activities Case Files	N1-241-96-6:38
6	International Relations Reference File	GRS 20, 2a
<b><i>Office of Enforcement</i></b>		

# USPTO Comprehensive Records Schedule

## DEPUTY ADMINISTRATOR FOR EXTERNAL AFFAIRS

### Record Series Detail

#### DEPUTY ADMINISTRATOR FOR EXTERNAL AFFAIRS

- |  |  |
|--|--|
| <p><b>1 Intellectual Property Reference Material</b><br/>Reference material consists of country files, foreign government, inter-government and non-government entities; regional organizations and UN groups, multilateral and bilateral issues and agreements, U.S. government entities and interagency groups, non-government entities and organizations, trade associations, corporations, law firms, and universities, subject files, public hearings and comments, federal register notices.</p> | <p><b>GRS 20, 2a</b><br/>Delete when no longer needed for reference.</p>   |
| <p><b>2 Proposed Intellectual Property Legislation Files</b><br/>Includes correspondence, drafts of legislation, reports to committees on introduced legislation, comments on legislative proposals, analysis, notes, and testimony. Used in the preparation and processing of legislation proposed by, or in the interest of the USPTO.</p>   | <p><b>N1-241-96-6:37</b><br/>Permanent. Close inactive files at the end of each fiscal year and transfer to Certified Records Center 5 years after closure. Transfer to NARA 25 years after closure.</p> |

#### OFFICES OF INTERNATIONAL RELATIONS, CONGRESSIONAL RELATIONS, AND ENFORCEMENT

##### Office of Congressional Relations

- |  |  |
|--|--|
| <p><b>3 Congressional Liaison File - Copies</b><br/>Extra copies of congressional correspondence relating to constituent concerns. Used to respond to Congressional correspondence.</p>  | <p><b>N1-241-96-6:1</b><br/>Destroy when no longer needed.</p>   |
| <p><b>4 Legislative Reference File</b><br/>Includes copies of bound volumes of laws, Federal Register, Congressional Record, and published materials relating to legislation proposed by or in the interest of the USPTO scanned into OLIADS. Used as reference source input for developing new and interpreting existing legislation.</p> | <p><b>GRS 20, 2a</b><br/>Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.</p> |

##### Office of International Relations

- |  |   |
|--|---|
| <p><b>5 International Intellectual Property Activities Case Files</b><br/>Includes correspondence, notes, informational packets, reports, international meeting records, and other materials relating to international intellectual property protection activities or enforcement activities. Used to document USPTO participation in international intellectual property rights activities.</p> | <p><b>N1-241-96-6:38</b><br/>Permanent. Close inactive files at the end of each fiscal year and transfer to the Certified Records Center 5 years after closure. Transfer to the National Archives 25 years after closure.</p> |
|--|---|

*Office of International Relations (Cont.)*

**6 International Relations Reference File**

Includes copies of WIPO issuances, committee reports, journals, international statistical studies, patent, copyright, and trademark laws and country files scanned into OLIADS. Used as reference source input to prepare for international conferences and negotiations, and to advise other government agencies, private business, legislative bodies and other USPTO offices.

**GRS 20, 2a**

Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

*Office of Enforcement*