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Series
 Authorization No: 10551496 Agency: AGO Division: BG57 Section: NA Revision: 0

Agency Series No.: 057-OAG-32 Record Series Title: Trademark Registration Files
 Record Series Description: Files retained to prove ownership of trademark and priority of use. Files include clearance search materials to certify good faith in adoption of mark, application and registration, trademark certificate, specimens, attorney work product, and other related documents.(AGO & Client files)

Agency Web Link:

Confidential Description Vital Description

Attorney Client privilege attorney work prduct Legal entitlement, could have monetary value

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years after decision not to use trademark (AGO & Client files)	Even if it expires, there is a 3 year statute of limitations to get it back (15 USC 1051)	Shred
Machine Readable	3 years after decision not to use trademark (AGO & Client files)	Even if it expires, there is a 3 year statute of limitations to get it back (15 USC 1051)	Erase

Approvals:

Created		Date: 4/16/2012
Approved	John Contonio, Records Coordinator	Date: 4/16/2012
Approved	Pari Swift, Records Officer	Date: 4/16/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 4/26/2012
Approved	Martin Meeks, State Auditor	Date: 5/1/2012
Approved	Fred Previts, State Archivist	Date: 6/1/2012

Notes:

Note Date	Note Description	User
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