

STATE **FORM** **FOR RECORDS RETENTION**
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **268**

PAGE
NO. 1.

1. Requesting Agency SECRETARY OF STATE	2. Division or Bureau of Requesting Agency
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3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

*Superseded
by #457*

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. TRADE-MARKS

Quantity: 19 cubic feet
Dates: 1899 - -
File Arrangement: Numerical
Audit: State
Index: Yes

The Trade-mark File for the years 1899 - June 1, 1954 consists of two file series. These are:

- (1) 25 volumes containing the application for trade-mark registration and a facsimile of the trade-mark. These are entered in numerical order.
- (2) Correspondence which is filed in 4 1/2" x 9 1/2" envelopes and housed in document drawers or letter boxes, occupying 15 cubic feet. Occasionally extra copies of the trade-mark are in these envelopes.

The index on 3" x 5" cards arranged in two alphabetical series, one by name of registrant and the other by name of trade-mark. With the passage of the new trade-mark law, effective June 1, 1954 (Ch. 63, Laws of 1954) requiring re-registration every ten years, a new filing system was established. All records - correspondence, applications, trade-mark facsimiles, and duplicates of certificate of registration - are maintained in one folder. This file is arranged in alphabetical order by name of registrant. A visible index

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

James P. Brock

Administrative Assistant

October 1, 1956

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/5/56
Date

Morris S. Duffell
Archivist

OCT 8 1956
Date

[Signature]
Secretary