

OFFICE OF TECHNOLOGY TRANSFER

1 Office of Technology Transfer Files (Originals)

Dates: 1950 -
Volume: 100 Cubic Feet
Annual Accumulation: 4 Cubic Feet
Arrangement: Alphabetical

The purpose of the Office of Technology Transfer is to:

- Educate the faculty and staff on the benefits and legal aspects of intellectual property related issues;
- Serve as a valuable resource to faculty and staff who need assistance in obtaining patent or copyright protection and licensing activities;
- Assist in developing start-up companies and industry ties to bring products to market;
- Promote and market such ideas and inventions for the benefit of the public and the University;
- Work with community and regional partners to enhance economic development;
- Negotiate and enforce intellectual property rights and licensing obligations; and
- Develop policies and procedures consistent with SIU's mission to better serve the people of central and southern Illinois.

This record series consists of files relating to the activities of the Office of Technology Transfer including:

- 1) Evaluation Records and Invention Disclosure Materials;
- 2) Patent, Trademark, Copyright, and other intellectual property filing, prosecution, and other issuance materials;
- 3) Licensing agreements and related materials (negotiation materials, invoicing, royalties and reimbursements payment records);
- 4) Official documents from the U.S. or international Patent, Trademark, or Copyright offices;
- 5) Special projects performed by the Office of Technology Transfer;
- 6) Policies developed and maintained by the Office of Technology Transfer;
- 7) Records from the intellectual property committees from each SIU campus;
- 8) Material Transfer Agreements and Confidential Disclosure Agreements, other related/combo agreements; and
- 9) Outside attorney correspondence for the items listed above.

In addition, intellectual property files are publicly available from the U.S. Patent and Trademark Office and the U.S. Copyright Office.

This item supersedes approved State Records Application No. 17-06, item 1, in order to amend paragraph "B" of the retention; per agency request. (No changes are being proposed to the record series description or to retention paragraphs A., C., or D.)

Recommendation:

A. Retain disclosure/invention files for which the Office of Technology Transfer does not pursue intellectual property protection in office for ten (10) years from the date of abandonment of the file, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

B. Retain issued intellectual property files (patents, copyrights, and trademarks) for ten (10) years from the date of abandonment or expiration, then transfer to the University Archives for permanent retention the following material: official documents from the U.S. or International Patent, Trademark, or Copyright offices which have long-term historical value. Destroy in a secure manner all other material provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

C. Retain pending intellectual property files (patents, copyrights, and trademarks) that are abandoned for ten (10) years from the date of abandonment, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

D. Retain Material Transfer Agreements, Confidential Disclosure Agreements, and other related/comboination agreements for ten (10) years from the date of expiration, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.