

Serial Patent Analysis Form

The purpose of this document is to appraise the effort required to integrate qualifying serial patents into the General Land Office's (GLO) Automated Records Program (ARP). Qualifying serial patents are defined as any State Office unique patents that were issued after 1965, which have an eight-digit number consisting of two groups of two digits and one group of four digits with hyphens between the digit groups (i.e., 00-00-0000). The first two digits are the State code number; the second two digits are the fiscal year; and the remaining four digits are the patent identification or serial number.

1. GENERAL QUESTIONS ABOUT DOCUMENTS AT YOUR LOCATION

The following questions pertain to physical documents, electronic images, and microfilmed documents at your location.

For how many unique patents do you maintain an electronic image?¹

 Number of Images: _____

Of the unique patents for which you do not maintain an electronic image, for how many do you maintain the actual physical document?

 Number of Documents: _____

Of the unique patents for which you maintain neither an electronic image nor the actual physical document, how many do you maintain on microfilm?

 Number of Microfilmed Documents: _____

How are the physical documents stored?

- Bound in volumes
- Loose

 Other: _____

What is the condition of the documents?

Describe: _____

2. GENERAL QUESTIONS ABOUT DOCUMENTS AT REMOTE LOCATIONS

The following questions pertain to physical documents, electronic images, and microfilmed documents at remote locations.

Of these unique patents, for how many do you maintain an electronic image?

 Number of Images: _____

Of the unique patents for which you do not maintain an electronic image, for how many do you maintain the actual physical document?

 Number of Documents: _____

Of the unique patents for which you maintain neither an electronic image nor the actual physical document, how many do you maintain on microfilm?

 Number of Microfilmed Documents: _____

Location address (es)?

 _____

How are the physical documents stored?

- Bound in volumes
- Loose

 Other: _____

What is the condition of the documents?

 Describe: _____

Are the documents easily accessible?

- Yes
- No

 Describe: _____

State Office _____ Contact _____ Phone Number _____

Where is the microfilm stored?

 Location(s): _____

Is the microfilm easily accessible?

- Yes
- No

Describe: _____

3. ELECTRONIC IMAGES (IF APPLICABLE)

The following questions pertain to electronic images mentioned in Sections 1 and 2.

In what file format(s) are the electronic images stored?

- TIFF
- GIF
- JPEG
- PDF

 Other: _____

At what resolution were the electronic images captured?

- 100 DPI (Dots per inch)
- 200 DPI
- 300 DPI

 Other: _____ DPI

In what medium are the electronic images stored?

- Hard Drive
- CD
- DVD
- Optical

 Other: _____

What file naming scheme is used for the electronic images?

 Describe: _____

What scanning application is used to capture the electronic images?

 Application: _____

What type of scanner do you have?

- | | |
|--|--|
| <input type="checkbox"/> BancTec | <input type="checkbox"/> Bell + Howell |
| <input type="checkbox"/> Canon | <input type="checkbox"/> Fujitsu |
| <input type="checkbox"/> Hewlett Packard | <input type="checkbox"/> IBM |
| <input type="checkbox"/> Kodak | <input type="checkbox"/> Panasonic |
| <input type="checkbox"/> Photomatrix | <input type="checkbox"/> Ricoh |
| <input type="checkbox"/> Xerox | <input type="checkbox"/> Other: |

 For existing scanners, please specify detailed model number(s): _____

4. DATA ASSOCIATED WITH THE DOCUMENTS (IF APPLICABLE)

The following questions pertain to physical documents, electronic images, and microfilmed documents mentioned in Sections 1 and 2.

For how many of the serial patents do you maintain document data?

 Number of records: _____

In what database or formats, do you store document data?

- SQL Server
- Informix
- Oracle
- Access
- Text File

 Other: _____

Is the document data readily accessible?

- Yes
- No

5. PLEASE INCLUDE THE FOLLOWING INFORMATION

- 1. An Entity Relationship Diagram (ERD) of the data.**
- 2. A data dictionary for your data. If you do not have a data dictionary, please provide the following information for each table:**
 - Table name
 - Primary key field(s)
 - Field names
 - Field descriptions
 - Type of data stored in each field (Character, Integer, Date, ...)
 - The maximum number of characters one can enter into each field
 - Whether or not the field can be left empty
 - Range of valid values for each field (if applicable)

 - Field format (if applicable, the way numbers, dates, times, and text are entered and displayed)