Records Schedule Number: DAA-0603-2024-0009

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	United States Capitol Police
Record/Scheduling Group	0603 - Records of the United States Capitol Police
Records Schedule Applies To	Agency-wide
Schedule Subject	USCP Internal and External Websites
Additional Schedule Information	The U.S. Capitol Police (USCP or “Department”) maintains two separate websites. PoliceNet is the Department’s internal (intranet) website, providing information and links to information for employees and authorized contractors. The information provided on PoliceNet is intended solely for use within the Department. Uscp.gov is the USCP external website, providing information and links to information about the Department for the public, the media, and other interested parties. The Office of Information Services (OIS) maintains the infrastructure for both sites. The Public Information Office (PIO) creates, and posts content submitted from Department offices, bureaus and divisions, and manages the content.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Legislative Branch

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Item Count

Total number of disposition items: 2
Number of Temporary disposition items: 2
Number of Permanent disposition items: 0
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0603-2024-0009

Item #	Title	Disposition
0001	PoliceNet (Intranet) Website Content	Temporary
0002	USCP.gov (Internet) Website Content	Temporary

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Records Schedule Items

DAA-0603-2024-0009-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	PoliceNet (Intranet) Website Content
Item Description	Provides resources, services, and administrative and reference information for USCP employees and contractors in support of the Department's mission and activities. PoliceNet offers access to a range of content, such as the USCP organizational chart, phone directory, calendar, publications, policies and procedures, employee news, employee resources, forms, training, Information Technology (IT) services and information, career opportunities, and glossary.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Other: Destroy when superseded, obsolete, or no longer needed, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0603-2024-0009-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	USCP.gov (Internet) Website Content

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Item Description	The uscp.gov website is the main source of information published by USCP about the Department for the general public. The website hosts information about the Department's senior leadership and organization, career/recruiting information for police and civilian jobs at USCP, a Media Center, and information (including regulations and prohibitions) for visiting Capitol Hill. Contains content developed specifically for uscp.gov based on Department information and procedures.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Other: Destroy when superseded, obsolete, or no longer needed, whichever is later.
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	N/A
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.