

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0005

Status: APPROVED
Date Approved: 04/14/2026

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	Employee Mission Training Records
Additional Schedule Information	The Training Services Bureau (TSB) is responsible for Department-wide programs for both sworn and civilian U.S. Capitol Police (USCP or “Department”) employees.

The TSB is divided into four divisions: Entry-Level Training; In-Service Training; Physical Skills; and Federal Law Enforcement Training Center Liaison (FLETC Liaison). (FLETC is an agency of the Department of Homeland Security and provides law enforcement training for more than 100 federal law enforcement agencies, including the USCP; the TSB maintains the FLETC liaison at the FLETC facility).

USCP Offices, Bureaus and Divisions may arrange and offer training specific to each component and maintain component-specific records of training not included in the APEX training platform.

The Department uses APEX (Platform Express), an Oracle-based platform, to track the training of sworn and civilian USCP employees. The TSB and selected staff across the Department update the APEX Learning Database with training-related information. The Office of Human Resources and the Office of Background Investigations and Credentialing input training records by either digitally scanning hard copies of forms or manually inputting forms into the system.

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Police officer recruit trainees begin their classes and training immediately upon hire. Generally, the first week of training consists of orientation at the Capitol Police Training Academy in Cheltenham, Maryland. After orientation, trainees typically participate in 12 weeks of intensive training at the FLETC in Georgia. After graduating from FLETC, trainees return to the USCP Training Academy in Cheltenham, Maryland, for 13 weeks of specialized training. Graduates from the Academy are appointed to the rank of Private with Training and then are assigned to an experienced officer in the field to continue their skills development through on-the-job experience. Firearms training, qualifications and practice occurs at the firing range located at the Rayburn House Office Building and other agency venues.

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: 9

Number of Temporary disposition items: 9

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-0603-2024-0005

Item #	Title	Disposition
0001	Individual Employee Training Records	Temporary
0002	Office/Bureau Employee Training Records	Temporary
0003	Police Training Course Materials	Temporary
0004	Mission-specific Training Course Material not related to Police Training	Temporary
0005	Recruit Officer Class (ROC) and Police Officer Training Files	Temporary
0006	Firing Range Tracking System (FRTS) - Masterfile : Gun Inspections	Temporary
0007	Firing Range Tracking System (FRTS) - Masterfile : Records Other than Gun Inspections	Temporary
0008	Hearing Conservation Program Log	Temporary
0009	Glock Pistol Inspection Form/M-4 Inspection Checklist	Temporary

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Records Schedule Items

DAA-0603-2024-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Individual Employee Training Records	
Item Description	Records document both routine and mandatory mission-related or other specialized training for all sworn and civilian USCP employees. For sworn staff, inputs may include firing range qualification scores provided by firing range supervisors and instructors, revocation and reinstatement of police powers forms, and daily in-service qualification sheets. The records are maintained in the APEX training database.	
Is this item media neutral?	Yes	
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	Other: Cut off at separation of employee.	
Retention Period	Destroy 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0603-2024-0005-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Office/Bureau Employee Training Records	
Item Description	Records maintained by individual Offices/Bureaus relating to mission-related or other specialized training of employees of that component.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually at end of calendar year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0603-2024-0005-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Police Training Course Materials
Item Description	Consist of course catalogs and descriptions, lesson plans, tabletop exercises, training aids and evaluations. Course materials cover both recruit and advanced training, and may include training course materials developed, used and/or maintained by the TSB, offsite training sites (e.g., Cheltenham, Maryland and Clynco, Georgia) and USCP bureaus and divisions Department-wide.
Is this item media neutral?	Yes
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	Other: Cut off when course is superseded or discontinued.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0603-2024-0005-0004	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Mission-specific Training Course Material not related to Police Training
Item Description	Includes materials such as course catalogs and descriptions, lesson plan, training plans and evaluations used for mission-specific training of both sworn and civilian staff, excluding training given to police officers. Also includes training course materials developed, used and/or maintained by the TSB and other USCP offices, bureaus and divisions Department-wide.
Is this item media neutral?	Yes
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	Other: Cut off when course is superseded or discontinued.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0603-2024-0005-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Recruit Officer Class (ROC) and Police Officer Training Files	
Item Description	Relating to the training of USCP police officer recruits at the Capitol Police Training Academy in Cheltenham, Maryland and Advanced training at the FLETC in Glynco, Georgia. Include, but not limited to, attendee rosters, schedules, memorandums, performance notes, student test results, injury reports, Request for Transfer forms, resignations/terminations, FLETC and Department scores. Files are arranged by class number.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at separation of employee.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Firing Range Tracking System (FRTS) - Masterfile
Group Description	The FRTS Physical Skills Division-specific database includes weapon serial numbers, range scores and specialized reports. FRTS reports include division, section and unit qualified/not qualified/temporary restricted duty lists not provided in APEX Learning Database. Inputs include, but are not limited to, qualification scores ROC Qualification Scores, Firearm Safety Rules and Procedures Sheets (form CP 1531 or equivalent, signed by employee), and Revocation and Reinstatement of Police Power forms (for officers who do not qualify to carry a Department-issued handgun due to medical, administrative or other reasons, or suspension).
DAA-0603-2024-0005-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Gun Inspections
Item Description	FRTS Glock inspection records include each officer's name, weapon series numbers, armorer's name and any modifications, repairs, lifecycle status or dead-lining of Glock handguns.
Is this item media neutral?	Yes
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

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of lifecycle of weapon.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0603-2024-0005-0007 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Records Other than Gun Inspections
Item Description	All records maintained in FRTS, excluding records relating to gun inspections. Records covered include range scores and specialized reports, FRTS reports of division, section and unit qualified/not qualified/temporary restricted duty list, ROC Qualification Scores, Firearm Safety Rules and Procedures Sheets (form CP 1531 or equivalent, signed by employee), and Revocation and Reinstatement of Police Power forms (not provided in APEX Learning Database).
Is this item media neutral?	Yes
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	Other: Cut off at separation of employee.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0603-2024-0005-0008 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Hearing Conservation Program Log

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Item Description	Log tracks the time each individual firearms instructor is exposed to weapons fire on a daily basis at the Rayburn firing range. The Log is maintained in compliance with Occupational Health and Safety Administration safety standards. The Log includes the date, names of the instructors and the time frame during which the instructors were exposed to weapons fire.
Is this item media neutral?	Yes
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	Other: Cut off at separation of employee.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0603-2024-0005-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Glock Pistol Inspection Form/M-4 Inspection Checklist
Item Description	A checklist provided by the manufacturer, Glock, for documenting repairs or modifications to the pistol. The M-4 Inspection Checklist is a TSB Physical Skills Division-specific document used for documenting repairs or modifications to the M-4 rifle.
Is this item media neutral?	Yes
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

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Cutoff Instructions	Other: Cut off at end of life of weapon.
Retention Period	Destroy immediately after cutoff
ADDITIONAL INFORMATION	
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GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



Office of the Chief
Records Officer for the
U.S. Government

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.