

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0001

Status: APPROVED  
Date Approved: 05/05/2026

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## 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	Inauguration and Presidential Address Task Force Records
Additional Schedule Information	<p>This schedule covers the records of the Inaugural Task Force (ITF), the U.S. Capitol Police (USCP or “Department”) team that is staffed every four years to develop and implement the administrative, logistical, and operational security plan for all Presidential Inauguration related events on Capitol Grounds. As a National Security Event (NSSE), the Inauguration involves local, state, and federal agencies. (An NSSE is a significant event determined by the Department of Homeland Security (DHS) to be a potential target for terrorism or other criminal activity.)</p> <p>After the Presidential Inauguration is complete, the same team typically serves as the Presidential Address Task Force, with the same duties as the ITF. (The Presidential Address for the Joint Session of Congress is the first address to Congress by the President during his/her term, held in the February following the Presidential Inauguration. This Address is not the same as the State of the Union Address delivered during the remaining years of the President’s first term.)</p>
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: 1  
Number of Temporary disposition items: 0  
Number of Permanent disposition items: 1  
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-0603-2024-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Presidential Inaugural and Address Task Force Records	Permanent

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Records Schedule Items

<b>DAA-0603-2024-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Presidential Inaugural and Address Task Force Records	
Item Description	<p>Records cover the Department’s Presidential Inauguration and the Presidential Address planning process from preparation to conclusion of the team’s involvement. Records include, but are not limited to, Task Force meeting agendas and minutes, internal notes, any correspondence with other law enforcement agencies or with USCP elements, background investigations, maps and layouts, and records received from or pertaining to other participating local, state, and federal agencies. Records are arranged chronologically and thereunder by task force type (i.e., Presidential Inauguration or Address).</p> <p>USCP is not subject to FOIA, and access to records may be restricted based on national security, law enforcement sensitive, PII, and process and procedures.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at the end of the calendar year of the Presidential Inauguration.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Analog - Paper Records:10 Cubic Ft ; Born Digital - Textual Data:223 GB	
Approximate first year of records covered by this authority	2003	
End year of records covered by this authority	Still being created	

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Date span of the initial transfer	From: 06/01/2003 To: 06/31/2004
Frequency of transfer	4
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/05/2026



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.