

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0002

Status: APPROVED
Date Approved: 05/05/2026

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 | Surveillance Recordings |
| Additional Schedule Information | <p>This schedule covers the digital master file recordings from security surveillance cameras situated in all U.S. Capitol Police (USCP or “Department”) buildings (leased and owned) and throughout all the Capitol Hill buildings and campus grounds under the patrol jurisdiction of USCP.</p> <p>The cameras are managed via a dedicated electronic Video Management System (VMS). VMS facilitates monitoring grounds and facilities for law enforcement purposes operating 24 hours a day, 365 days a year. Recordings consist of video footage with no audio. Also covered are surveillance recordings pertaining to a system of recorded audio and video by a mobile system that is designed to be worn on the clothing of, or otherwise secured to, a person or mounted inside of a department vehicle. Recordings consist of video footage with audio.</p> <p>If an incident occurs, USCP Security Services Bureau (SSB) retains the digital master files of relevant footage and forwards a copy to the USCP Office of General Counsel (OGC) and (depending on the incident) to the Federal Bureau of Investigation (FBI), the Department of Justice or other law enforcement agencies. Copies of relevant footage may also be retained as part of an (Protective Services Bureau) Investigations Division investigative case file.</p> <p>Note: Copies of surveillance recordings may be held by other USCP components (such as the Investigations Division) as part of a legal or investigative case file and will follow the applicable NARA approved records schedule for those case files.</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: 3

Number of Temporary disposition items: 2

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-0603-2024-0002

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Routine Events and Accidental Surveillance Recordings | Temporary |
| 0002 | Relevant to an Investigative Inquiry- Surveillance Recordings | Temporary |
| 0003 | Highly Unusual Incident, Occurrence, or Significant Event- Surveillance Recordings | Permanent |

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Records Schedule Items

| | | |
|---|--|-----------------------|
| DAA-0603-2024-0002-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Routine Events and Accidental Surveillance Recordings | |
| Item Description | Digital master files of video and or audio surveillance recordings produced and maintained in the course of routine day-to-day security measures for buildings and grounds monitored and patrolled by the U.S. Capitol Police. These recordings are determined not to have an official purpose, be part of an investigation, or are categorized as an "Accidental" recording by the body worn or vehicle mounted camera. Recordings include Video Management System (VMS) and Body Worn Cameras (BWC) or mounted inside of a department vehicle and similar systems. | |
| 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 | Cut off after the end of each calendar day. | |
| Retention Period | Other: Destroy 30 days after cutoff. | |
| ADDITIONAL INFORMATION | | |
| Are any of the records covered by this item national security classified? | No | |
| GAO Approval Required | No | |

| | | |
|---------------------------------|---|-----------------------|
| DAA-0603-2024-0002-0002 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Relevant to an Investigative Inquiry- Surveillance Recordings | |

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| Item Description | <p>Digital master files of video and or audio surveillance recordings associated with a specific occurrence, incident, or time period. The recording is maintained and/or needed for prescribed law enforcement purposes or in support of an authorized investigation or legal matter. The occurrence or incident does not rise to the level of a highly unusual Incident, occurrence, or significant event to merit permanent preservation. Recordings include Video Management System (VMS) and Body Worn Cameras (BWC) or mounted inside of a department vehicle and similar systems.</p> <p>Note: Surveillance recordings as part of a legal or investigative case file will follow the applicable NARA approved disposition of those case files.</p> |
| 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 | Cut off after the end of each calendar day. |
| Retention Period | Other: Destroy 3 years after cutoff, or when no longer needed for an investigative inquiry, whichever is later. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | No |
| GAO Approval Required | No |

| | |
|---------------------------------|---|
| DAA-0603-2024-0002-0003 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | Highly Unusual Incident, Occurrence, or Significant Event-Surveillance Recordings |

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| Item Description | <p>Digital master files of video and or audio surveillance recordings pertaining to, but not necessarily limited to, an attempted or successful assassination of a Member(s) of Congress, high-level Executive Branch official (e.g., President, Vice-President, or Cabinet Secretary), or other prominent individual; and/or an attempted or successful terrorist attack occurring on Capitol Hill. Recordings include Video Management System (VMS) and Body Worn Cameras (BWC) or mounted inside of a department vehicle and similar systems.</p> <p>USCP is not subject to FOIA, and access to records may be restricted based on PII, law enforcement sensitive, process and procedures.</p> <p>Note: Surveillance recordings as part of a legal or investigative case file will follow the applicable NARA approved disposition of those case files.</p> |
| 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 | Permanent |
| Cutoff Instructions | Cut off after the end of each calendar day. |
| Are there multiple instructions for this item? | No |
| Transfer Instruction | Transfer to the National Archives 25 year(s) after cutoff |
| ADDITIONAL INFORMATION | |
| Current Records Format | Digital audio:100 Gb ; Digital moving pictures:100 Gb |
| Approximate first year of records covered by this authority | 2004 |
| End year of records covered by this authority | Still being created |
| Date span of the initial transfer | From: 01/01/2004 To: 12/31/2016 |
| Frequency of transfer | 1 |
| 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.