

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0003

Status: APPROVED
Date Approved: 07/15/2026

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	Policy Records
Additional Schedule Information	Additional Schedule Information: This schedule covers U.S. Capitol Police (USCP or “Department”) policy-related records maintained by the Office of Policy and Management Systems (OPOL) – the lead office for policy matters - or other components (e.g., Office of the Chief Administrative Officer; Office of Financial Management) across USCP holding policy-related records. The Office of Policy and Management Systems ensures that Departmental policies and procedures reflect the mission and culture of the organization; and is the office of record for USCP operational and administrative policy directives. OPOL was the lead office for the Department’s Force Development Program until administration for that program shifted to the Office of Financial Management (OFM) in June 2023. OPOL was also the lead office for coordinating Department certification with the Commission on Accreditation for Law Enforcement Agencies (CALEA) until that affiliation ended in June 2023.
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: 16

Number of Temporary disposition items: 5

Number of Permanent disposition items: 11

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-0603-2024-0003

Item #	Title	Disposition
0001	Organizational Charts	Permanent
0002	Executive Delegations of Authority	Permanent
0003	Departmental Strategic Plans	Permanent
0004	Bureau and Office Strategic Plans	Temporary
0005	Policy Tracking System - Master File	Permanent
0006	General Orders and Special Orders	Permanent
0007	Departmental Mission-related Policies and Directives	Permanent
0008	Departmental Mission Policies and Directives Background Files	Temporary
0009	Departmental Mission-related Standard Operating Procedures (SOPs)	Permanent
0010	Bureau and Office-Specific Mission-related Standard Operating Procedures (SOPs)	Temporary
0011	Commission on Accreditation for Law Enforcement Agencies (CALEA) Records : Official Responses to CALEA	Permanent
0012	Commission on Accreditation for Law Enforcement Agencies (CALEA) Records : CALEA Background Files	Temporary
0013	Management Discussion and Analysis (MD&A) Report	Permanent
0014	Performance Measures	Permanent
0015	Force Development Records	Permanent
0016	Performance Measures and Force Development Background Files- Bureau and Office	Temporary

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Records Schedule Items

DAA-0603-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Organizational Charts	
Item Description	Record copy of the official Department-wide organizational chart approved by the Chief of Police. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.	
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 when superseded, canceled, or obsolete.	
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	Born Digital - Textual Data:5GB ; Analog - Paper Records:5cb ft	
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: 01/01/2005	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	Other	

DAA-0603-2024-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Executive Delegations of Authority	

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Item Description	Delegations of authority for the Executive Team/ET (i.e., Chief of Police, Assistant Chief of Police, Chief Administrative Officer) and the Executive Management Team/EMT (i.e., Bureau Commanders, Office Directors) that assigns subordinates responsibility for programs, functions or tasks, and authorizes them to take action on their behalf. Records consist of delegations of authority and any supporting documentation. USCP is not subject to FOIA, and access to records may be restricted based on PII, law enforcement sensitive, process and procedures.
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 when superseded, canceled or obsolete.
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	Born Digital - Textual Data:2GB ; Analog - Paper Records:2cb ft
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: 01/01/2005
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Departmental Strategic Plans

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Item Description	Formal Department-wide plans which generally includes a Message from the Chief, Mission, Vision, and Values statements, and Department Goals and Objectives. The plan covers a 5-year period. The plans are published and made available to the public by USCP on the Department's external website and internally on PoliceNet (the internal USCP website). USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.
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 at end of Fiscal year when the plan is issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:5 cubic ft ; Born Digital - Textual Data:2GB
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: 01/12/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0603-2024-0003-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Bureau and Office Strategic Plans

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Item Description	Strategic plans that describe each Bureau and Office's objectives and how each component will achieve their goals and support the Department's Strategic Plan. Includes memorandums and any associated documentation outlining operational objectives and how the components will achieve their goals in alignment with and support of the Department's Strategic Plan. Participation from components is not mandatory and participation by USCP components is limited.
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 at end of Fiscal year when the plan is issued.
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-0603-2024-0003-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Policy Tracking System - Master File	
Item Description	Tracks the activity regarding, and status changes to, Department-wide directives, standards operating procedures and forms. Includes such information as the name of the document, where the document is in the review process, what changes are being made, and who approved the changes. System can generate either a project activity report or a tracking report. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.	
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	Permanent
Cutoff Instructions	Cut off when superseded or rescinded.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:5 cubic ft ; Born Digital - Textual Data:8GB
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: 01/12/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	General Orders and Special Orders	
Item Description	General Orders and Special Orders concerned local and internal orders, and rules and regulations for USCP law enforcement activities. General Orders and Special Orders were discontinued in 2006 and are no longer used by the Department. General Orders were replaced by Directives and Special Orders were replaced by interim guidance. The records span 1996-2006, but for the purpose of capturing records and transferring them to NARA, only records from 2004 to 2006 are covered by this schedule item. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

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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	Other: Cut off at end of calendar year 2006.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon approval of the schedule by the Archivist of the U.S.
ADDITIONAL INFORMATION	
Current Records Format	Analog - Paper Records:5 cubit ft
Approximate first year of records covered by this authority	2004
End year of records covered by this authority	Year: 2006
Date span of the initial transfer	From: 01/01/2004 To: 12/01/2006
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Departmental Mission-related Policies and Directives
Item Description	Record copies of policies, formal directives and interim guidance relating to mission functions. These records are authorized for distribution to USCP Offices, Bureaus and Divisions by the Chief of Police, Assistant Chiefs of Police, or Chief Administrative Officer, and are published internally. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.
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	Permanent
Cutoff Instructions	Cut off when superseded, rescinded or cancelled.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:15 cubic ft ; Born Digital - Textual Data:5GB
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: 12/31/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Departmental Mission Policies and Directives Background Files	
Item Description	Background files created in the process of developing and issuing internal mission-related USCP policy statements and instructions as part of the internal governance process. Background records include policy and directive drafts, comments submitted/received, information supporting the internal clearance process, and any other documentation generated during the development of the policy issuance.	
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	Cut off when superseded or rescinded.
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-0603-2024-0003-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Departmental Mission-related Standard Operating Procedures (SOPs)	
Item Description	Records include such material as operational or programmatic standard operating procedures, manuals, and supporting documentation approved and published by OPOL for internal Department use. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.	
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 when superseded, rescinded or canceled.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:35 cubic ft ; Born Digital - Textual Data:5GB	
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: 12/31/2010	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Bureau and Office-Specific Mission-related Standard Operating Procedures (SOPs)	
Item Description	Mission-related policies and procedures developed and circulated within Department components which apply only to their specific component. Includes standard operating procedures and other operating manuals.	
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 when canceled, superseded or rescinded.	
Retention Period	Destroy 7 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	Commission on Accreditation for Law Enforcement Agencies (CALEA) Records
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Group Description	CALEA is a non-governmental credentialing authority whose primary mission is to accredit public safety agencies, including law enforcement agencies. Law enforcement agencies are awarded CALEA Accreditation if they have demonstrated compliance with CALEA Standards. Participating agencies must provide to CALEA an official written response to each of the 469 CALEA standards during each assessment. Each assessment occurs during a 4-year cycle with annual and semi-annual reports due to CALEA during the period. The Department separated from CALEA in June 2023. During the period of Department participation in CALEA, OPOL was responsible for reviewing and collating information received by Department Offices and Bureaus and formally submitting the Department response and any required documentation to CALEA.	
DAA-0603-2024-0003-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Official Responses to CALEA	
Item Description	Records include the Department’s written policy or procedure that addresses the CALEA standards requirements and any proof or documentation showing that Department procedures, programs and activities are in accordance with CALEA standards. Proof or documentation can be in the form of such records as police reports, agency correspondence, completed forms, logs, photos, or publications. Note: As USCP discontinued its relationship with CALEA in 2023, 2023 will be the last cutoff date for these records. USCP is not subject to FOIA, and access to records may be restricted based on PII, law enforcement sensitive, process and procedures.	
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	Other: Cut off at end of 4-year period of CALEA assessment.	

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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	Paper-based textual records:5 cubic ft ; Born Digital - Textual Data:5GB
Approximate first year of records covered by this authority	2004
End year of records covered by this authority	Year: 2023
Date span of the initial transfer	From: 01/01/2004 To: 12/31/2005
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other
DAA-0603-2024-0003-0012 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	CALEA Background Files
Item Description	Includes responses and supporting documentation prepared by USCP Offices and Bureaus and submitted to OPOL to demonstrate that the respective Department component is in compliance with CALEA standards.
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 end of 4-year period of CALEA assessment.
Retention Period	Destroy 4 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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DAA-0603-2024-0003-0013		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Management Discussion and Analysis (MD&A) Report	
Item Description	Annual MD&A report prepared for USCP leadership providing an overview of USCP performance goals and highlights, and a financial analysis. Each report contains mission, vision and values statements, a summary of the current organizational structure and the current organization chart, a discussion of how the USCP works to achieve strategic objectives and performance goals, performance highlights (including strategic goals, strategic objectives, and statistics enumerating performance outputs), and an analysis of financial statements. The report includes programmatic performance data for selected programs and may not include all USCP programs. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.	
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 at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:5 cubic ft ; Born Digital - Textual Data:5GB	
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: 12/31/2010	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Performance Measures	
Item Description	Annual Performance Measures report, and completed forms, memorandums, and other supporting documentation to the report submitted to OPOL by programs Department-wide. The report covers about 64 programs. Each program may report up to three measures. Each measure is specific to each program and measures if an office is achieving its mission or performance goals. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.	
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 at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:5 cubic ft ; Born Digital - Textual Data:3GB	
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: 12/31/2010	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0015		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Force Development Records	
Item Description	Records documenting the USCP Force Development process. The process reviews the current operational and administrative environment, identifies gaps in the mission capability of core operational and administrative business processes, and offers strategies to mitigate these gaps and manage associated risks. Records include forms completed by USCP bureaus or offices and submitted to the Office of Policy (OPOL) or Office of the Chief Administrative Officer (CAO), presentations, memorandums, and other records that document the pathway to investment decisions. USCP is not subject to FOIA, and access to records may be restricted based on law enforcement sensitive, process and procedures.	
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 at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:3 cubic ft ; Born Digital - Textual Data:5GB	
Approximate first year of records covered by this authority	2010	
End year of records covered by this authority	Still being created	

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Date span of the initial transfer	From: 01/01/2010 To: 12/31/2011
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0603-2024-0003-0016		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Performance Measures and Force Development Background Files- Bureau and Office	
Item Description	Working and background files related to Performance Measures and Force Development maintained by Department-wide components in response to data calls from OPOL for input. May include such records as memorandums, completed forms, Bureau productivity scorecards, spreadsheets, notes, reports and other documentation used or referenced by the components for the data call.	
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 at end of Fiscal year.	
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	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	07/15/2026



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.