

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0004

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 Subdivision
Major Subdivision	Office of Financial Management (OFM)
Minor Subdivision	Budget Division
Schedule Subject	Budget Estimates, Justifications, Submission and Memorial Funds Records
Additional Schedule Information	The Office of Financial Management (OFM) is responsible for the planning and direction of all financial activity of the U.S. Capitol Police (USCP or “Department”). The Director of OFM, also serving in the capacity of Chief Financial Officer (CFO), and the USCP Budget Officer prepare budget submissions for approval by the USCP Executive Team (ET). The USCP Budget is then formally submitted to the Capitol Police Board (CPB) for review. After CPB approval, the Department submits the Budget Request to Congress for review and approval. USCP enters the budget data into the MAX A-11 database (the Office of Management and Budget (OMB) database for budget submissions), in accordance with OMB Circular A-11. (OMB has no oversight or policy review responsibilities for the Legislative Branch.)
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-0603-2024-0004

Item #	Title	Disposition
0001	Formal Budget Estimates, Justifications and Submission	Permanent
0002	Memorial Fund Records : Fund Submission	Temporary
0003	Memorial Fund Records : Fund Administrative Records	Temporary

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Records Schedule Items

DAA-0603-2024-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Formal Budget Estimates, Justifications and Submission	
Item Description	Records concern the Department-wide annual budget formulation, estimates, justification, and submission prepared by the Budget Division and sent to Congress for approval. Includes records such as guidance and briefing materials, Department copy of final submission to Congress, narrative statements justifying or defending estimates, and exhibits, Congress pass-back responses and questions; and Department appeals, responses and answers. 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: CUTOFF at end of fiscal year covered by budget.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)		
Current Records Format	Born Digital - Textual Data:10GB	
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

Group Title	Memorial Fund Records
Group Description	Wounded Officers Recovery Act of 2017 (Public Law 115-45) authorize the Capitol Police Board to make payments from the United States Capitol Police (USCP) Memorial Fund to employees of the USCP who have sustained serious line-of-duty injuries, and for other purposes. Including payments for employees killed in the line of duty or sustaining serious line-of-duty injuries. In addition, payments to the families of employees of the USCP who were killed in the line of duty or who have sustained serious line-of-duty injuries.
DAA-0603-2024-0004-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Fund Submission
Item Description	Includes records such as deposits and donations into the fund, payments, authoritative guidance and submissions, responses, and answers. Also includes records documenting deposits and donations received in response to the shooting incident at the practice for the Congressional Baseball Game for Charity on June 14, 2017.
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: Cutoff once funds are disbursed.
Retention Period	Other: Destroy 30 years after cutoff. Longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0603-2024-0004-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Fund Administrative Records
Item Description	Includes records such as briefing materials, correspondence, status reports and other administrative records.
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: Cutoff once funds are disbursed.
Retention Period	Other: Destroy 10 years after cutoff. Longer retention is authorized if required for business use
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.