

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0006

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	Mission-related Police Records Common to All or Most Bureaus
Additional Schedule Information	This schedule concerns mission-related records common to all or most U.S Capitol Police (USCP or “Department”) Bureaus. The schedule includes police equipment inventories, Operational Orders, Plans of Action and Incidental Logs. This schedule only applies to the records held by the Bureaus, and at the Bureau-level and below. Policing functions are performed by seven Bureaus under the direction of three Assistant Chiefs of Police (ACOP) who report to the Chief of Police (COP). The Office of the Assistant Chief of Police for Standards and Training Operations is responsible for the Training Service Bureau (TSB). The Office of the Assistant Chief of Police for Protective and Intelligence Operations is responsible for the Protective Services Bureau (PSB), Intelligence Service Bureau (ISB) and Security Services Bureau (SSB). The Office of the Assistant Chief of Police for Uniformed Operations is responsible for the Command and Coordination Bureau (CCB), Operational Services Bureau (OSB), and Uniformed Services Bureau (USB).
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: 1

Number of Permanent disposition items: 2

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-0603-2024-0006

Item #	Title	Disposition
0001	Operational Orders	Permanent
0002	Plans of Action	Permanent
0003	Incidental Logs	Temporary

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Records Schedule Items

DAA-0603-2024-0006-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Operational Orders	
Item Description	Record copy of Operational Orders outlining a plan and staffing for extraordinary events (e.g., Presidential Inauguration; 4th of July celebration on the Mall) that require the involvement, intervention and control of participating Bureaus where there is sufficient time for planning. The Operational Order includes the mission, situation, concept of operations, chain of command, and coordinating instructions. 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 annually at end of calendar year.	
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:10GB ; Analog - Paper Records:5 cu 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: 12/31/2005	
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-0603-2024-0006-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Plans of Action	
Item Description	Record copies of Plans of Action (POA) developed by a Bureau outlining how officers should respond under various mission scenarios, planned and unplanned. 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 annually at end of calendar year.	
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:10GB ; Analog - Paper Records:5 cu 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: 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	

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DAA-0603-2024-0006-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Incidental Logs	
Item Description	Logbook used by Sections to disseminate internal administrative and operational information intended as mandatory reading by USCP personnel. Subject matter examples include procedural changes, death of an officer, road closures, annunciator tests, equipment issues, barricade repairs, power interruptions, and health and safety reminders. Staff are required to initial next to the posted item acknowledging that they have read the item. Arranged chronologically by date.	
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 Calendar 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.