

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0010

Status: APPROVED
Date Approved: 11/18/2025

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	Personnel Records
Additional Schedule Information	The United States Capitol Police (USCP or “Department”) is a Legislative Branch agency and is not subject to Office of Personnel Management (OPM) recordkeeping requirements under title 5, U.S. Code. USCP retains ownership and responsibility for official and unofficial personnel records of all Department employees, sworn and civilian. The USCP Office of Human Resources (OHR) is responsible for developing, implementing, and administering a full range of department-wide human resource programs and services including recruitment, benefits, and employee relations. OHR has responsibility for the official personnel folders of all USCP employees. Sworn and civilian supervisors in Office, Bureaus and Divisions department-wide may maintain Supervisors unofficial personnel folders for their respective staffs for business purposes.
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: 4

Number of Temporary disposition items: 4

Number of Permanent disposition items: 0

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-0603-2024-0010

Item #	Title	Disposition
0001	Employee Central Personnel Files – Official Personnel Files	Temporary
0002	Supervisor Unofficial Sworn and Civilian Personnel Folders	Temporary
0004	Unemployment - Case Files	Temporary
0005	Department Honorary Awards	Temporary

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Records Schedule Items

DAA-0603-2024-0010-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Employee Central Personnel Files – Official Personnel Files	
Item Description	Individual U. S. Capitol Police civilian and sworn law enforcement employee personnel files (or “jackets”). Files may include, but not limited to, personnel transactions (forms CP-50 and CP-52, or equivalent), background investigations, appointment affidavits, employment applications, verifications of service history, emergency contact information, retirement contribution records, health and life insurance forms and data, and other records documenting the hiring, promotion, and retention of employees. Sworn staff personnel jackets may also include such records as Death and Service notices and shaving waivers, if applicable.	
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 Cut off after separation or transfer of employee.	
Retention Period	Other: Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0603-2024-0010-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Supervisor Unofficial Sworn and Civilian Personnel Folders	

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Item Description	Unofficial employee personnel folders (or “jackets”) maintained by sworn and civilian supervisors in Offices, Bureaus, and Divisions across the Department. Unofficial personnel jackets are divided into 6 sections and may include the following forms and other documents (as applicable). Section 1 may include: Dereliction Reports (CP-534 or equivalent); Disciplinary Review Board (CP-535B or equivalent); Waiver of Appearance (CP-636C or equivalent); photograph (if available). Section 2 may include: Personnel Performance Notes (CP-550). Section 3 includes training certificates. Section 4 includes miscellaneous documents not filed in any of the other five sections. Section 5 may include: Promotional Process Response notice; Personnel Action Request (CP-531 or equivalent); Request for Personnel Records Change (CP-532 or equivalent); Request to Engage in Outside Employment; Missing and Damaged Clothing Equipment (CP-564 or equivalent). Section 6 may include: Personnel Information Form; letters of appreciation; and diplomas.
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?	Yes
GRS Disposition Authority List	
Disposition Authority	Title
DAA-GRS-2017-0007-0012	
Justification for GRS Deviation	USCP is requesting a deviation from the GRS so that all personnel-related records can be managed using an agency schedule.
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after separation or transfer of employee.
Retention Period	Destroy 3 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-0603-2024-0010-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Unemployment - Case Files	
Item Description	Consist of records documenting the payment or denial of employment claims in the District of Columbia. Includes, but not limited to, statistics, memoranda, disciplinary actions, hearing notices, appeal procedures, cost analyses, and personnel data.	
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 closure of case.	
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-0603-2024-0010-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Department Honorary Awards	
Item Description	Nomination forms (CP-1200 or equivalent), approved nominations, and supporting documentation concerning the nomination and selection of USCP staff for departmental honorary awards, including such awards as USCP Medal of Honor, USCP Medal of Valor, Distinguished Service Medal, Blue Badge Medal, Service Medal, Achievement Medal, Lifesaving Medal, Medal of Merit, and Unit Citation Ribbon.	
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	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the award is approved or disapproved.
Retention Period	Other: Destroy 10 years after employee leaves or transfers from the department.
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	Marco Rubio (Acting Archivist)	11/18/2025



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.