

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0603-2024-0012

Status: APPROVED
Date Approved: 07/15/2026
Last Modified: 07/20/2026

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	Uniformed Services Bureau (USB)
Schedule Subject	Uniformed Services Bureau (USB) Records
Additional Schedule Information	The Uniformed Services Bureau (USB) of the U.S. Capitol Police (USCP or “Department”) provides police services for the U.S. Capitol, Library of Congress (LoC) buildings, and House and Senate Office Buildings. The Bureau protects Members, employees, visitors, buildings and property from crime, disruption and terrorism. The Bureau is also responsible for screening visitors at building entrances and interior checkpoints in the buildings under their jurisdiction. The Bureau is divided into four (4) divisions: Capitol Division; House Division; Senate Division; and Library of Congress Division. The Capitol Division provides security for the House and Senate Chambers during legislative sessions, outside First Response Units, Botanic Gardens and visitor screening facilities. The House and Senate Division are responsible for police services within the geographic areas of the House and Senate Office buildings, respectively. The Library Division became the newest component of the USB when the Library of Congress police force merged with USCP in 2009. Each Division operates in three shifts, providing security 24 hours a day, seven days a week.
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: 3

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-0603-2024-0012

Item #	Title	Disposition
0001	Daily Shift Records	Temporary
0002	Library of Congress Barments Log	Temporary
0003	Library of Congress Confiscated/Recovered Books Log	Temporary

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Records Schedule Items

DAA-0603-2024-0012-0001		STATUS: Active
ITEM GENERAL INFORMATION		
	Item Title	Daily Shift Records
	Item Description	Consist of daily “paperwork” completed by USB police officers to document activities, actions, events and incidents during the three daily shifts. Types of daily shift records differ from USB division to division, in accordance with the function and responsibilities of the unit. Generally may include such records as: post and patrol assignments; personnel staffing reports; daily schedules; Additional Duty Qualified Substitute Request and Certification (CP-1301); Morning Report (CP-170 form or equivalent which summarizes the incidents and actions taken during the daily shifts, and includes the officer in charge); police reports, including offense/incident event report and supplement report (PD- 251 and PD-252 or equivalent); daily weapons assignment log ; daily radio assignment log sheets; building and secure area check reports and other security reports, stop or contact reports (PD-76 or equivalent); pedestrian count sheets; and daily vehicle inspection reports (CP-400 or equivalent). Arranged chronologically, and thereunder by shift. Note: The Reports Processing Section/Command and Coordination Bureau is the office of record for all police reports Department-wide. Individual USB Divisions may maintain copies for administrative purposes.
	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 3 year(s) after cutoff
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0603-2024-0012-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Library of Congress Barments Log	
Item Description	Log of individuals barred from Library of Congress buildings and grounds. The log is available at each USCP duty station at LoC.	
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 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0603-2024-0012-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Library of Congress Confiscated/Recovered Books Log	
Item Description	Log of LoC book holdings indicating titles removed without authorization from Library of Congress buildings and date of confiscation/recovery by USB police officers. Updates to the Log are infrequent.	
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	Cut off at end of Calendar year.
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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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.