

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0129-2025-0015

Status: APPROVED
Date Approved: 04/22/2026

General Information

| | |
|--|---|
| Agency or Establishment | Bureau of Prisons |
| Record/Scheduling Group | 0129 - Records of the Bureau of Prisons |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | Occupational Training Directory (OTD) |
| Is There a Classified Version of This Schedule? | No |
| Is consultation and coordination with Tribal Governments required? | No - the records covered by this schedule do not implicate Tribal interests |

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

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-0129-2025-0015

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Inmate Occupational Training Directory (OTD) | Temporary |

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Records Schedule Items

| | | |
|---|--|-----------------------|
| DAA-0129-2025-0015-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Inmate Occupational Training Directory (OTD) | |
| Item Description | The Occupational Training Directory is a catalog of educational programs and apprenticeships that are being offered to inmates at each institution. The database lists, per institution: the course title; program category; program duration; any pre-requisites; how the program aligns with the current job market; and if there are any Continuing Education Units (CEUs) or college credits available to be earned. The database maintains each specific institution's education and apprenticeship programs which are made available to inmates. | |
| 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| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |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 | There is no cutoff instruction | |
| Retention Period | Other: Destroy or supersede outdated data when obsolete. | |
| 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) | 04/22/2026 |