

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-94-007

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 07/28/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1.A.1 and 1.B remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

The N1-142-10-001 crosswalk stated that this schedule (more correctly, item A.2 of this schedule) was superseded by N1-142-10-001, item 7e. This is a typo. The correct item number is 7c.

REQUEST FOR RECORDS DISPOSITION AUTHORITY	
(See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY	
2. MAJOR SUBDIVISION COMMUNICATIONS	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER KAL CHATTERJEE	5. TELEPHONE 615-632-3622

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-42-94-7	
DATE RECEIVED SEP 22 1995	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 10-5-95	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION		
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia Greene</i>	TITLE TVA ARCHIVIST (ACTING)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	TVA EMPLOYEE OPINION SURVEY (Please see the attached) <p style="text-align: center;">All changes to this proposed schedule have been approved by:</p> <p> <i>[Signature]</i> <u>9/27/95</u> <i>[Signature]</i> <u>9-18-95</u> NARA appraiser date Agency representative date </p>		

1. TVA EMPLOYEE OPINION SURVEYS

Periodically (approximately every 18 months) surveys are conducted within TVA to gather employee opinions on questions in the categories of quality commitment, quality improvement, change/reorganization, employee welfare, career development, communication, supervision, teamwork, training pay and benefits, job satisfaction, empowerment, leadership, company image, performance management/recognition, and overall satisfaction.

The information gathered in this process is used not only to identify strengths but to focus on opportunities for improvement and to develop action plans addressing these opportunities. All TVA employees are encouraged to participate in these surveys. The data is confidential (respecting individual privacy) and as such is compiled and analyzed by an outside company which provides the summary reports back to TVA for its organizations. The raw data is maintained by the contracting company, and no access to individual data is given to any TVA employee. The survey reports assist TVA managers in identifying areas for which actions need to be taken. Reports from prior years' surveys are used as baseline information for gauging improvements in employee responses to both specific questions and categories of questions in the survey.

DISPOSITION

A. Reports, 1991 and 1993

1. Overall summary reports for Communications and Employee Development; Customer Group; Diversity Information Services; Diversity Inspector General; Employee Relations; Employee Transition Program; Generating Group; Generating Group: Fossil Fuels; Generating Group: Nuclear; Generating Group Pres., Central, Employee Relations and Development Staff; Information Services; Inspector General; Diversity: Communications and Employee Development; Diversity: Customer Group; Diversity: Fossil and Hydro Generation; Diversity: Employee Relations; Diversity: Nuclear Generating; Diversity: Resource Group; Diversity: Generating; Generating: Fossil and Hydro; and Finance and Administration.

PERMANENT. Transfer to FRC in year 1998. Transfer to the National Archives in year 2003.

2. All other reports
Destroy when 5 years old.

B. Raw Data

Destroy when no longer needed for administrative purposes

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
N1-142-94-07

ITEM COUNT
3

SUMMARY

This job consists of final reports of employee opinion surveys conducted for TVA. Only two surveys have been conducted to date, the first in 1991; a second one following in 1993. Because of budget constraints, future polling is in doubt. The contractor engaged to conduct the survey polled TVA employees regarding subjects ranging from job satisfaction to training, from empowerment to performance management, from pay and benefits to career development. After analyzing the data, the contractor produced reports for every major TVA group, and for subdivisions within. Each summary includes the number of employees responding, the response rate, the five most favorable and unfavorable categories, the ten most favorable and unfavorable items, and a page of graphs showing percent favorable, neutral and unfavorable for each major category of inquiry. Each report then breaks out the data by individual question, arranged by category. No methodology is included. The upheavals experienced by TVA over the last years—layoffs, reorganizations, shifts in agency mission—have put the agency's employees under a tremendous amount of stress, taxing their ability to maintain their continued level of service. These employee surveys provide a window on what TVA's workforce felt about events and how it was coping. At the same time, the surveys also provide a look at employee perception of TVA's efforts at affirmative action: separate reports were generated specifically dealing with "diversity" issues, an area sensitive to TVA given its location in the South and its history of dealing with racism. I therefore recommend that the summary reports for each of the large groups (labeled "Overall" on the inventory) be made permanent to document what the workforce was thinking in the early 1990s. I also recommend that one subgroup's survey be made permanent, that of Generating Group's Nuclear operation. Given the major personnel problems this group experienced in the mid- to late 1980s with whistle blower cases and other major issues, I think it important to preserve this subgroup's reports as a follow up. I also recommend that those reports dealing with "diversity" for the major groups be made permanent to give a snapshot of employee opinion on how TVA has dealt with affirmative action.

This job has no controversial issues.

RECOMMENDATION

1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
Item 1.A.1.
3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not Required. Required — Publication Date: 07/13/95
Copies Requested: 0
Comments Received: 0

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Richard W. Stevens</i>	9/27/95
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Henry G. Wolf</i>	9/27/95
CONCURRENCES	NSR	<i>[Signature]</i>	10-2-95
	4NS	<i>[Signature]</i>	10-2-95

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

Date : June 12, 1995

Reply to
Attn of : Richard Marcus

Handwritten: 6/13/95
JRM 4/14/95

Subject : Job No. NI-142-94-7, TVA Employee Opinion Surveys

To : NIR
NSR
4NS

This job consists of final reports of employee opinion surveys conducted for TVA. Only two surveys have been conducted to date, the first in 1991; a second one following in 1993. Because of budget constraints, future polling is in doubt.

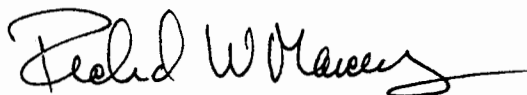
The records

The contractor engaged to conduct the survey polled TVA employees regarding subjects ranging from job satisfaction to training, from empowerment to performance management, from pay and benefits to career development. After analyzing the data, the contractor produced reports for every major TVA group, and for subdivisions within. Each summary includes the number of employees responding, the response rate, the five most favorable and unfavorable categories, the ten most favorable and unfavorable items, and a page of graphs showing percent favorable, neutral and unfavorable for each major category of inquiry. Each report then breaks out the data by individual question, arranged by category. No methodology is included. The 1991 set of reports amounts to 28 cubic feet and is stored in the Chattanooga Records Center. The 1993 set is still located in the Corporate Communications offices. In order to maintain the anonymity of the respondents, the contractor retained both the completed questionnaires and the raw, untabulated data.

Recommendations

The upheavals experienced by TVA over the last years—layoffs, reorganizations, shifts in agency mission—have put the agency's employees under a tremendous amount of stress, taxing their ability to maintain their continued level of service. These employee surveys provide a window on what TVA's workforce felt about events and how it was coping. At the same time, the surveys also provide a look at employee perception of TVA's efforts at affirmative action: separate reports were generated specifically dealing with "diversity" issues, an area sensitive to TVA given its location in the South and its history of dealing with racism. I therefore recommend that the summary reports for each of the large groups (labeled "Overall" on the inventory) be made permanent to document what the workforce was thinking in the early 1990s. I also recommend that one subgroup's survey be made permanent, that of Generating Group's Nuclear operation. Given the major personnel problems this group experienced in the mid- to late 1980s with whistle blower cases and other major issues, I think it important to preserve this subgroup's reports as a follow up. I also recommend that those reports dealing with "diversity" for the major groups be made permanent to give a snapshot of employee opinion on how TVA has dealt with affirmative action. Although a longer longitudinal sample would be more desirable, these two surveys do provide data for a pivotal period in TVA history. I am attaching a marked copy of the inventory for the 1991 survey stored in the Chattanooga Records Center to specifically indicate the volumes to be designated as permanent. Although the inventory does not indicate it, there is a summary report for Resource Group which will be transferred with the other records.

Gayle Peters and I examined these records and discussed this job at length.



RICHARD W. MARCUS
Records Appraisal &
Disposition Division

Box Number	Location Temp	Description	Author	Date of From	Records Thru	Date Input	Review Codes	Destroy
035359	K09A033	EMPLOYEE OPINION SURVEYS, 1991	0000000UNS	01/01/91	12/31/91	05/19/94	/ /	12/31/1996
	1	EMPLOYEE OPINION SURVEY					/ /	
		✓ COMMUNICATIONS & EMPLOYEE DEVELOPMENT: OVERALL						
		✓ CUSTOMER GROUP: OVERALL						
		✓ DIVERSITY INFORMATION SERVICES: OVERALL						
		✓ DIVERSITY INSPECTOR GENERAL - OVERALL						
		✓ EMPLOYEE RELATIONS: OVERALL						
		✓ EMPLOYEE TRANSITION PROGRAM: OVERALL						
035360	K09A034	EMPLOYEE OPINION SURVEYS, 1991	0000000UNS	01/01/91	12/31/91	05/19/94	/ /	12/31/1996
	2	EMPLOYEE OPINION SURVEY					/ /	
		✓ GENERATING GROUP: OVERALL						
		GENERATING GROUP: FOSSIL FUELS - OVERALL						
		✓ GENERATING GROUP: NUCLEAR - OVERALL						
		✓ GENERATING GROUP PRES., CENTRAL, EMP. REL., AND DEV.						
		STAFF - OVERALL						
		✓ INFORMATION SERVICES: OVERALL						
		✓ INSPECTOR GENERAL: OVERALL						
035361	K09A035	EMPLOYEE OPINION SURVEYS, 1991	0000000UNS	01/01/91	12/31/91	05/19/94	/ /	12/31/1996
	3	EMPLOYEE OPINION SURVEY					/ /	
		✓ DIVERSITY: COMMUNICATIONS & EMPLOYEE DEV. - OVERALL						
		✓ DIVERSITY: CUSTOMER GROUP - OVERALL						
		✓ DIVERSITY: FOSSIL & HYDRO GENERATION - OVERALL						
		✓ DIVERSITY: EMPLOYEE RELATIONS - OVERALL						
		✓ DIVERSITY: NUCLEAR GENERATING - OVERALL						
		✓ DIVERSITY: RESOURCE GROUP - OVERALL						

Box Number	Location Temp	Description	Author	Date of Records From	Date Thru	Review Codes	Destroy
035362	K09A036 4	EMPLOYEE OPINION SURVEYS, 1991 EMPLOYEE OPINION SURVEY ✓ DIVERSITY: GENERATING - OVERALL GENERATING: FOSSIL & HYDRO - OVERALL COMM. & EMPLOY. DEV.: CORPORATE COMMUNICATIONS COMM. & EMPLOY. DEV.: CREATIVE SERVICES & ADVERTISING COMM. & EMPLOY. DEV.: EMPLOYEE DEVELOPMENT COMM. & EMPLOY. DEV.: HUMAN RESOURCES	0000000UNS	01/01/91	12/31/91	05/19/94 / /	12/31/1996
035363	K09A037 5	EMPLOYEE OPINION SURVEYS, 1991 EMPLOYEE OPINION SURVEY INFORMATION SERVICES: CUSTOMER COMPUTING INFORMATION SERVICES: INFORMATION ARCHITECTURE INFORMATION SERVICES: SYSTEMS DEVELOPMENT & SUPPORT INFORMATION SERVICES: SYSTEMS DEVELOPMENT & SUPPORT INFORMATION SERVICES: RECORD SERVICES INFORMATION SERVICES: TECHNICAL SERVICES	0000000UNS	01/01/91	12/31/91	05/19/94 / /	12/31/1996
035364	K09A038 6	EMPLOYEE OPINION SURVEYS, 1991 EMPLOYEE OPINION SURVEY INFORMATION SERVICES: BUSINESS INTEGRATION & MARKETING INFORMATION SERVICES: COMPUTER OPERATIONS INFORMATION SERVICES: CORPORATE FINANCIAL & ADMIN. SERVICES INFORMATION SERVICES: CORPORATE MATERIALS & SERVICE SYSTEMS INFORMATION SERVICES: CUSTOMER GROUP INFORMATION SYSTEMS INFORMATION SERVICES: CUSTOMER SUPPORT (CHATT.)	0000000UNS	01/01/91	12/31/91	05/19/94 / /	12/31/1996
035365	K09A039 7	EMPLOYEE OPINION SURVEYS, 1991 EMPLOYEE OPINION SURVEY INFORMATION SERVICES: ENGINEERING INFORMATION SERVICES: FOSSIL & HYDRO INFORMATION SERVICES INFORMATION SERVICES: INFORMATION SUPPORT SERVICES	0000000UNS	01/01/91	12/31/91	05/19/94 / /	12/31/1996

* Plus Resource Group - Overall

INITIAL SUBMITTAL OF OR REVISION TO
COMPREHENSIVE RECORDS SCHEDULE

1. TO: Records Management Policy and Planning	2. FOR: (Organization Name) Corp. Communication										
3. <input type="checkbox"/> Initial Submittal of Comprehensive Records Schedule											
REVISE SCHEDULE AS SPECIFIED BELOW (Check appropriate boxes and supply item numbers)											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">4. CANCELLATION OF ITEM (In its entirety)</td> <td style="width: 50%; padding: 5px;">ITEM NUMBER</td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> File is no longer kept. <input type="checkbox"/> Function & Files transferred to organization described in item 7 below. <input type="checkbox"/> Function and/or activity discontinued and retention requirements have been satisfied. <input type="checkbox"/> Other (described below in item 7) </td> <td style="padding: 5px;"></td> </tr> </table>	4. CANCELLATION OF ITEM (In its entirety)	ITEM NUMBER	<input type="checkbox"/> File is no longer kept. <input type="checkbox"/> Function & Files transferred to organization described in item 7 below. <input type="checkbox"/> Function and/or activity discontinued and retention requirements have been satisfied. <input type="checkbox"/> Other (described below in item 7)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">5. REVISE THE FOLLOWING (As described in item 7 below)</td> <td style="width: 50%; padding: 5px;">ITEM NUMBER</td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Title <input type="checkbox"/> Disposition <input type="checkbox"/> Description <input type="checkbox"/> Transfer Instructions </td> <td style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">6. <input checked="" type="checkbox"/> Add new item. (As described below in item 7)</td> </tr> </table>	5. REVISE THE FOLLOWING (As described in item 7 below)	ITEM NUMBER	<input type="checkbox"/> Title <input type="checkbox"/> Disposition <input type="checkbox"/> Description <input type="checkbox"/> Transfer Instructions		6. <input checked="" type="checkbox"/> Add new item. (As described below in item 7)	
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<input type="checkbox"/> Title <input type="checkbox"/> Disposition <input type="checkbox"/> Description <input type="checkbox"/> Transfer Instructions											
6. <input checked="" type="checkbox"/> Add new item. (As described below in item 7)											

7. GIVE COMPLETE SERIES DESCRIPTION THAT IS TO APPEAR IN THE NEW OR REVISED SCHEDULE
(Use additional sheet if needed.)
See Attached

8. Requesting Organization Representative Approval	Date
<i>Susie Gouldie</i>	8-3-94

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-142-94-7	DATE RECEIVED 8-12-94
1. FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION COMMUNICATIONS		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kal Chatterjee	5. TELEPHONE 615-632-3622	DATE	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE AUG 3 1994	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia J. Greene</i>	TITLE <i>Manager, Records Administration</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	TVA EMPLOYEE OPINION SURVEY (see attached page)		

1. TVA EMPLOYEE OPINION SURVEYS

Periodically (approximately every 18 months) surveys are conducted within TVA to gather employee opinions on questions in the categories of quality commitment, quality improvement, change/reorganization, employee welfare, career development, communication, supervision, teamwork, training, pay and benefits, job satisfaction, empowerment, leadership, company image, performance management/recognition, and overall satisfaction. The information gathered in this process is used not only to identify strengths but to focus on opportunities for improvement and to develop action plans addressing these opportunities. All TVA employees are encouraged to participate in these surveys. The data is confidential (respecting individual privacy) and as such is compiled and analyzed by an outside company which provides the summary reports back to TVA for its organizations. The raw data is maintained by the contracting company, and no access to individual data is given to any TVA employee. The survey reports assist TVA managers in identifying areas for which actions need to be taken. Reports from prior years' surveys are used as baseline information for gauging improvements in employee responses to both specific questions and categories of questions in the survey.

DISPOSITION

A. Reports

Destroy when 5 years old

B. Raw Data

Destroy when no longer needed for administrative purposes