

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1.142.00.2
1. FROM (Agency or establishment)		DATE RECEIVED	10-19-99
TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION EDUCATION, TRAINING, AND DIVERSITY (ET&D)		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
KAL CHATTERJEE	423-632-3622	10-26-01	<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 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 checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
10-1-99	<i>Georgia S. Fuller</i>	Manager, Records Management	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	KEY INDICATORS FILE (SEE ATTACHED)		
<i>cc: Agency, NR, NRC</i>			

REFERENCE: NARA NO: N1-142-00-2

3. **KEY INDICATORS FILE**

This records series includes files that are associated with the key indicators effort in TVA. The effort to measure TVA's overall performance by key indicators was started in the fall of 1994 and meetings of executives and employees were held in 1995 and 1996.

Key indicators were used to identify actions to be taken to improve performance to meet the strategic goals. Key indicators also helped Executive Committee/Business Council to understand how they could make complimentary and supporting decisions in their functions in order to achieve the overall strategic goals.

Key indicator review meetings were held monthly, reviewing 4 of the 12 indicators. The purpose of the review of key indicators was to educate TVA executives and employees about TVA's business drive performance improvement. Chief Officers were permanent reviewers, other officers rotated in as reviewers. Indicators were analyzed for performance problems. Root causes were identified and removed, yielding performance improvements

This business sensitive file contains various aspects of key indicators efforts such as business council's meetings on selecting key indicators, reviewing key indicators, key indicators status summaries, and business meeting agendas.

DISPOSITION

A. Record Copy

PERMANENT. Transfer to NARA as a segment when the latest records are 30 years old.

B. All other unrelated records.

Remove during archival processing and destroy immediately.

C. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed..

KEY INDICATORS FILE

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DISPOSITION

A. paper Copy

Destroy by shredding when the latest files are 5 years old.

B. Electronic copies created on electronic mail and word processing systems

Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

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