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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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The N1-142-10-001 crosswalk stated that this schedule (more correctly, item A.2 of this schedule) was superseded by N1-142-10-001, item 7e.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 (NARA)
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

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.

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 GRS OR SUPERSEDED JOB CITATION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)

      All changes to this proposed schedule have been approved by:

      □ NARA appraiser  □ Agency representative
      ___/___/95  9/18/95

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

OCT 17 1995  Copy to: Agency
NARA

115-109

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 opinion 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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NA FORM 13133 (11-86)
Date: June 12, 1995
Reply to: Attn of: Richard Marcus

Subject: Job No. N1-142-94-7, 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
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*Plus Resource Group - Overall*
1. TO: Records Management Policy and Planning

2. FOR: (Organization Name)
   Corp. Communication

3. ( ) Initial Submittal of Comprehensive Records Schedule

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<td>(As described below in item 7)</td>
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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
   
   [Signature]

   TVA 23039 (F-RIM 8-82) [9-89]
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

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
[Signature]

TITLE
Manager, Records Administration

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