

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATON (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-142-98-13</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY		DATE RECEIVED <i>3-30-98</i>	
2 MAJOR SUBDIVISION HUMAN RESOURCES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Kal Chatterjee	5 TELEPHONE 423-632-3622	DATE <i>9-17-99</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 X 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 <i>3-25-98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgia S. Greene</i>	TITLE Manager, Records Management	
7 ITEM NO	8 DESCRIPTION OF ITEM PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	360 Degree Feedback Files (Please see attached)		

360 DEGREE FEEDBACK PROJECT FILES

360 Degree Feedback is a process in which a TVA employee (feedback recipient) identifies a team of individuals to serve as feedback givers. The feedback giving team consists of that employee's manager, 6-10 peers, all direct reports (if applicable), himself/herself, and possibly second-level reports. Each feedback giver completes a questionnaire focusing on the feedback recipient's performance on the TVA values and supplemental work dimensions.

The records series contains notes, correspondence regarding the program, vendor contract(s), and explanatory booklets.

Each feedback giver sends a completed questionnaire to an outside vendor. Results calculated by the vendor and summary reports which contain sensitive information are sent to the feedback recipient who uses the information for self improvement. The completed questionnaires remain with the vendor.

Implementation of the 360 Degree Feedback Project will be completed when all TVA employees have participated in the Project.

DISPOSITION

Destroy 5 years after complete implementation or discontinuation of the 360 Degree Feedback Project, whichever comes first.