

## Request for Records Disposition Authority

Records Schedule Number DAA-0512-2018-0005  
Schedule Status Approved  
Agency or Establishment Health Resources and Services Administration  
Record Group / Scheduling Group Records of the Health Resources and Services Administration  
Records Schedule applies to Department-wide  
Schedule Subject Federal Tort Claims Act (FTCA) Claims Analysis and Tracking System (CART) – Master File  
Internal agency concurrences will be provided No

**Background Information**

The Federally Supported Health Centers Assistance Act of 1992 and 1995 granted medical malpractice liability protection through the Federal Tort Claims Act (FTCA) to HRSA-supported health centers. Under the Act, health centers are considered Federal employees and are immune from lawsuits, with the Federal government functionally acting as primary insurer. To receive coverage, grantees must submit an initial deeming application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care (BPHC) and meet the requirements to attain deemed status. Renewal applications for redeeming must be submitted on an annual basis to continue coverage.

A deemed health center, its employees, and eligible contractors working within the approved scope of project are considered federal employees and are immune from lawsuits for medical malpractice. A patient who alleges acts of medical malpractice by a deemed health center cannot sue the health center or the provider(s) directly, but must file the claim against the United States Government. The Federal government assumes responsibility for costs related to a claim resulting from the performance of a medical, surgical, dental, or related function. There is no cost to a participating health center or its providers. These claims are reviewed and/or litigated by the U.S. Department of Health and Human Services, Office of the General Counsel (OGC) and the Department of Justice according to FTCA requirements.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
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1	0	1	0
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GAO Approval

## Outline of Records Schedule Items for DAA-0512-2018-0005

Sequence Number
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1
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Claims Analysis and Tracking System (CART) Disposition Authority Number: DAA-0512-2018-0005-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="365 406 993 442"><b>Claims Analysis and Tracking System (CART)</b></p> <p data-bbox="365 459 1146 491">Disposition Authority Number      DAA-0512-2018-0005-0001</p> <p data-bbox="365 512 1490 1027">The Claims Analysis Review and Tracking (CART) system is a web-based system designed to facilitate the review, retrieval, storing, and processing of medical malpractice claims in anticipation and support of litigation by the OGC under the FTCA. Case files contain data on petitions for compensation, including petitioner's name and name of person allegedly damaged, if different from petitioner and all relevant medical records. This system contains relevant medical, legal, demographical and payment information to be used in case related defense of the United States Federal government. All case-specific documentation related to the claims is stored electronically within the system, in common formats such as Adobe PDF. All documents are attached to the related claim. The CART system is fully contained within the HRSA network and adheres to all HRSA security regulations and requirements. The system's role-based user access reduces the potential for unnecessary exposure or loss of sensitive data (i.e., HIPAA violations).</p> <p data-bbox="365 1049 919 1081">Final Disposition                      Temporary</p> <p data-bbox="365 1102 854 1134">Item Status                              Active</p> <p data-bbox="365 1155 821 1187">Is this item media neutral?          Yes</p> <p data-bbox="365 1208 805 1325">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p data-bbox="365 1347 1146 1400">GRS or Superseded Authority Citation      DAA-0512-2014-0004-0063</p> <p data-bbox="365 1442 669 1474"><b>Disposition Instruction</b></p> <p data-bbox="365 1495 1471 1527">Cutoff Instruction                      Cutoff closed case files at the end of the fiscal year.</p> <p data-bbox="365 1549 1365 1581">Retention Period                        Destroy immediately after 50 year(s) cutoff.</p> <p data-bbox="365 1623 669 1655"><b>Additional Information</b></p> <p data-bbox="365 1676 951 1708">GAO Approval                            Not Required</p>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
08/15/2018	Certify	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
09/26/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
09/26/2018	Submit For Certification	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
11/20/2018	Certify	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
06/05/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
06/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/07/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist