

## Request for Records Disposition Authority

Records Schedule Number DAA-0015-2020-0001

Schedule Status Approved

Agency or Establishment Department of Veterans Affairs

Record Group / Scheduling Group Records of the Department of Veterans Affairs

Records Schedule applies to Major Subdivision

Major Subdivision Veterans Health Administration

Schedule Subject Care Giver

Internal agency concurrences will be provided No

Background Information

The Caregiver Record Management Application (CARMA) is a workflow management system that is used to support the Program of Comprehensive Assistance for Family Caregivers (PCAFC), the Program of General Caregiver Support Services (PGCSS) and the Caregiver Support Line (CSL). The CARMA tracks submissions of VA Form 10-10CG which includes data collection of Veteran and caregiver demographics including but not limited to names, dates of birth, gender, address/contact information and social security numbers. The CARMA interfaces with the Master Person Index (MPI) and the Enrollment and Eligibility System (EES) to confirm their identity and provide eligibility information (i.e. presents and stores information on applicable Veteran service- connected disability conditions and ratings). The CARMA processes stipend calculations and captures and stores information pertaining to this financial data. The CARMA also stores information in support of the Caregiver Support Line and documents calls from Veteran, Caregivers and the public that captures caller demographics.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0015-2020-0001

Sequence Number	
1	Caregiver Record Management Application (CARMA) Disposition Authority Number: DAA-0015-2020-0001-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Caregiver Record Management Application (CARMA)</b></p> <p>Disposition Authority Number      <b>DAA-0015-2020-0001-0001</b></p> <p>The Caregiver Record Management Application (CARMA) is a workflow management system that is used to support the Program of Comprehensive Assistance for Family Caregivers (PCAFC), the Program of General Caregiver Support Services (PGCSS) and the Caregiver Support Line (CSL). The CARMA tracks submissions of VA Form 1010CG which includes data collection of Veteran and caregiver demographics including but not limited to names, dates of birth, gender, address/contact information, social security numbers, and calls from Veterans, Caregivers and the public that capture caller demographics.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td><b>New</b></td><td><b>Records Control Schedule (RCS 10-1)</b></td></tr></tbody></table> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 75 year(s) after enrollment</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>	Manual Citation	Manual Title	<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>
Manual Citation	Manual Title				
<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>				

## 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
05/28/2020	Certify	Martin Hill	Program Analyst	Office of Information and Technology - Enterprise Records Service
09/23/2020	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/24/2020	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2020	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/19/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/19/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist