

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Ref No 79-1114*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Housing and Urban Development
2. MAJOR SUBDIVISION Deputy Assistant Secretary for Single  
Family Housing and Mortgagee Activities
3. MINOR SUBDIVISION  
Office of Mortgagee Activities
4. NAME OF PERSON WITH WHOM TO CONFER  
Ernest F. Sigety, Director, Mortgagee  
Approval Division, HUD Bldg. Rm. 9222
5. TEL EXT  
755-5727

LEAVE BLANK	
JOB NO  NCI-207-79-7	
DATE RECEIVED <b>03 APR 1979</b>	
NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>6-12-79</i> Date <i>acting</i> <i>James E. O'Neil</i> Archivist of the United States	

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
3/19/79	<i>Robert J. Devlin</i>	Departmental Records Management Officer	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>RECORDS DISPOSITION SCHEDULE 27</p> <p>MORTGAGEE APPROVAL RECORDS</p> <p>This schedule provides disposition instructions for mortgagee approval case files maintained in Headquarters. Field Offices receive and forward to Headquarters application packages requesting approval to do business as a HUD-approved mortgagee or as an authorized agent of a supervised, HUD-approved mortgagee. Mortgagee approval is a Headquarters function, and the official files covered by this records disposition schedule deal with approximately 17,000 mortgagees.</p> <p>Proposed items 1 through 3, as well as items 11 and 12, are new. Proposed items 4 through 10 supersede previously approved items <del>32-38</del> of NARS Job No. II-NNA-1118, approved January 24, 1958. <i>32-36 and 38-39 [Amended by RA Wire per R. Devlin 6/6/79]</i></p> <p>The attached excerpt from HUD Handbook 1130.1 REV-1 outlines the organization and function of relevant entities under the Assistant Secretary for Housing-- Federal Housing Commissioner.</p>	II-NNA-1118	15 items

*sent to NCU, MF & Aring*  
*MA 6-15-79*

\*

Records Disposition Schedule 27

Mortgagee Approval Records

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1	General subject files pertaining to the administration and management of mortgagee approval activities.	Break files annually. Destroy when 3 years old.
2	Chronological files pertaining to mortgagee approval activities.	Break files annually. Destroy when 3 years old.
3	Activity, workload, staffing and budget reports files, containing copies of reports to management on the mortgagee approval function.	Break files annually, Destroy when 3 years old.
4	Credit files of supervised and non-supervised lending institutions. These files contain the complete record on each financial institution (supervised and non-supervised) approved to make insured loans.  These records include correspondence, copies of approvals, financial statements, and review sheets prepared on such statements.	

\*

## APPENDIX 27

Item No.	Description of Records	Disposition	
*	a. Credit Files.	Retain in active files until approval is withdrawn or terminated, then transfer to inactive file. Retire to Federal Records Center 2 years after approval is withdrawn or terminated, or anytime thereafter that volume warrants. Destroy 7 years after approval is withdrawn or terminated.	II-NNA-1118, item 32. 2225.6, Sched. 17, Item 36a
	b. Annual Financial Statements (non-supervised only).	Retain in active files until 3 years old, and then destroy.	II-NNA-1118, item 32. 2225.6, Sched. 17, Item 36b
5	Authorized Agent Files. This is a file of approved authorized agents, authorized by supervised lending institutions concerned, filed by principal.	Retain in active files until approval is withdrawn or terminated, then transfer to inactive files. Retire to Federal Records Center 2 years after approval is withdrawn or terminated, or anytime thereafter that volume warrants. Destroy 7 years after approval is withdrawn or terminated.	II-NNA-1118, item 33. 2225.6, Sched. 17, item 37.
6	Card Index of Approved Mortgagees. This is a quick, working reference file on data contained in the credit files of supervised and non-supervised lending institutions.	Destroy superseded or obsolete cards. Review at least annually.	II-NNA-1118, item 34. 2225.6, Sched. 17, item 38

\*

APPENDIX 27

Item No.	Description of Records	Disposition
* 7	Card Index of Authorized Agents. This is a quick, working reference file on data contained in the authorized agent files.	Destroy superseded or obsolete cards. Review at least annually. II-NNA-1118, item 35. 2225.6, Sched. 17, item 39.
8	Listing of Approved Mortgagees. This is a register of all mortgagee numbers assigned to approved institutions.	Maintain in active files for life of program. Destroy 3 years after termination of program. II-NNA-1118, item 36. 2225.6, Sched. 17, item 40.
9	Approved Mortgagee "Change" Files. These records reflect mortgagee character changes such as mergers, absorptions, and consolidations.	Maintain in active files for life of program. Destroy 3 years after termination of program. II-NNA-1118, item 38. 2225.6, Sched. 17, item 41.
10	Card Record on Annual Independent Audits. This control register provides a record of periodic independent audits of non-supervised institutions.	Destroy superseded or obsolete cards. Review at least annually. II-NNA-1118, item 39. 2225.6, Sched. 17, item 42.
11	Mortgagee Monitoring Files. These files contain the working papers (schedule of cases reviewed, re-verifications of employment, re-verifications of deposits, interview notes and questionnaire data) trip reports and the findings and recommendations which result from the on-site reviews of HUD-FHA approved mortgagees conducted by the Division's staff of Mortgage Representatives. Also included are copies of correspondence to and from HUD Central and Field Office organizations and affected mortgagees which relate to the on-site reviews.	a Destroy working papers from files at end of third year following on-site review. b Transfer trip reports and related correspondence to FRC at end of third year and destroy at end of sixth year following on-site review. [Amended by R. C. Wire per R. D. Dutton 6/6/79]

\*

## APPENDIX 27

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
* 12	Mortgagee Review Board Files. These files contain the pertinent documents and related data which apply to affected HUD-FHA approved mortgagees or policy issues which require action or determinations by the Board, and summarize the chronology of events from point of inception until a final decision is made by the Board. Also included are copies of notifications of the Board's actions or determinations made with respect to affected mortgagees, and copies of correspondence to HUD Central and Field Office organizations and to other Government agencies which relate to the Board's activities.	
	a. Official Departmental Board Files.	Segregate after final action by Board, and transfer to Federal Records Center 6 years after such final action, or anytime thereafter that volume warrants. Destroy 12 years after final action by Board.
	b. Reference, review and comment copies of Board documents circulated to members.	Destroy when comments have been entered into official record, or when no longer needed.

\*