

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

**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

Government National Mortgage Association

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Margaret P. Mercer
Administrative Officer

5 TEL EXT

755-2259

LEAVE BLANK

JOB NO

NC1-207-83-2

DATE RECEIVED

1-10-84 (revised)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-10-84

Date

Robert W. Karpe
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 6 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

11/5/84
08/12/83
Robert J. Devlin
Robert J. Devlin

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**

Attached is a complete revision of GNMA's Record Disposition Schedule, which supersedes the previous Schedules approved March 1976 and January 1980 (NARS Job No. NC1-207-76-6, approved 3-23-76 and NARS Job No. NC1-207-80-4, approved 1-4-80).

The Government National Mortgage Association is a government corporation within the Department of Housing and Urban Development. The Association was chartered as a "body corporate without capital stock" through amendment of the Federal National Mortgage Association Charter Act of 1968. GNMA has two main functions: A Special Assistance Function, consisting of the purchase of FHA-insured, VA-guaranteed and "conventional" mortgages, and a Mortgage-Backed Securities Function, consisting of the guarantee of long-term securities issued by mortgage originators which are backed by pools of government underwritten mortgages. An additional function is the Management and Liquidating Function, consisting of the administration of a portfolio of mortgages acquired upon creation of the Association, and the administration of certain mortgages and other assets owned by itself and certain other Government departments and agencies which secure participation certificates issued by the Federal National Mortgage Association in the period 1964-1968.

Margaret P. Mercer
Records Officer

Robert W. Karpe
Legal Concurrence

Robert W. Karpe
President, GNMA

21 items

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The field and accounting activities involved in most of the Special Assistance Function and all of the Management and Liquidating Function, and some activities involved in the Mortgage-Backed Securities Function are conducted by FNMA for GNMA under a Combined Services Agreement. The field and accounting activities involved in a portion of the Special Assistance Function related to the purchase of conventional home mortgages are conducted by the Federal Home Loan Mortgage Corporation under a similar arrangement. All other activities are conducted directly by GNMA through its staff.</p> <p><i>All changes approved per telecons w/ Robert Devlin, 1/24/84 & 2/2/84 PWZ 4/2/84</i></p>		

RECORDS DISPOSITION SCHEDULE 64

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION RECORDS

This schedule covers records accumulating in the Government National Mortgage Association.

Item No.	<u>Description of Records</u>	<u>Disposition</u>
1.	<u>Pool Files.</u> Contains the Letter of Transmittal to GNMA and all documents pertaining to the issuance of GNMA-guaranteed mortgage-backed securities, together with the prospectus, schedules of pooled mortgages, servicing agreements, guaranty agreements and custodial agreements.	Destroy after film is checked and verified.
a.	<u>Hard Copies</u>	
b.	<u>Microfilm Copies</u>	Destroy six years after termination of a pool or until all claims arising thereunder are satisfied, whichever is later.
2.	<u>Issuer Files.</u> Contains certified copies of applicant's Board of Directors Resolution authorizing officers to issue mortgage-backed securities, certificates of authorized signatures, financial statements of issuers, and copies of general correspondence with issuers.	Destroy after all pools of an issuer have terminated or after all claims arising under the pool have been satisfied, whichever is later.

Item No.	Description of Records	Disposition
3.	<u>Mobile Home Pool Claims</u> Consists of general correspondence with Issuers, accounting records, schedules of reimbursements, claim for loss application vouchers, and miscellaneous disbursement vouchers.	Destroy Retain for two years after pool termination.
4.	<u>Project Pool Claims.</u> Consists of general correspondence with Issuers, accounting records, schedules of reimbursements, claim for loss application vouchers, and miscellaneous disbursement vouchers.	Destroy two years after paying claim.
5.	<u>Issuer Visitation Files.</u> These files consists of Issuer and Custodian location reports and MBS staff procedural review of GNMA Issuers with corrective action required.	Destroy six years after Issuer or custodian visitation report is prepared. (Legal Value)
6.	<u>Mortgage-Backed Securities Certificates (originals).</u> The certificates are issued to investors in the Mortgage-Backed Securities Program representing their pro-rata share in a Mortgage-Backed Securities Pool. The originals are returned to GNMA or its agent for cancellation when new certificates (originals) replace them or when the pool is terminated through pay-off.	Destroy seven years after cancellation or after the satisfaction of any claims, whichever is later.
7a.	<u>Mortgage-Backed Securities Monthly Accounting Reports - HUD Form 11710 A & D, or HUD Form 1710 B & C, and attachments (originals).</u> Monthly accounting reports and attachments relating to the fiscal data on mortgage-backed securities pools. The reports are received monthly and reviewed by FNMA staff, on behalf of GNMA.	(1) Paper records: Destroy after film is checked and verified. (2) Microfilm copies: Destroy when seven years old.
7b.	MBS Monthly Accounting Report - HUD Form 11710D (Cash Receipt Voucher Support Copy).	Destroy when Retain on site for four years old. then destroy. (Fiscal Value)

Item
No.

Description of Records

Disposition

8. Auction Records - GNMA. FNMA/GNMA correspondence of offer and acceptance; Form 13 Bid Confirmations and one copy of the Schedule of Mortgage Packages (Accepted Bid).
~~Retain on site two years. Transfer to Federal Records Center for four years and then destroy when 6 years old.~~
(Legal Value)
9. Auction Records - GNMA. Data sheets listing mortgage packages offered; bids; schedules of accepted bids, prices and values.
~~Retain on site and destroy after two years.~~ Destroy when old.
(Fiscal Value)
10. Loan Files - FHLMC/GNMA. Loan files pertaining to the purchase of conventional mortgage loans. Files include original Purchase Contracts, Conventional Selling Contracts, Price Differential Applications (where applicable), FHLMC Purchase Reports, and correspondence.
Destroy six years after loan is sold by GNMA or is satisfied.
(Legal Value)
11. Loan Files - FHLMC/GNMA. Loan files pertaining to the exercise of sellers Repurchase Option. Files include record copies of executed price differential applications and GNMA Letters of Confirmation FHLMC Purchase Reports 1086, record copies of notes on which price differentials were paid.
Destroy six years after loan is repurchased by seller.
(Legal Value)
12. Auction Records, Servicing Records - FNMA. Records relating to GNMA loans serviced or sold by FNMA.
Destroy six years after loan is sold by GNMA or is satisfied.
(Legal Value)
13. Controller Budget Records. Budget and apportionment records including various files accumulated by GNMA in the course of formulating its budget for submission to OMB and Congress; defending its requests for funds before both bodies; and, after enactment of an appropriation bill, monitoring its disbursement.
Apply provisions of GRS 5 Item 5.

Item No.	<u>Description of Records</u>	<u>Disposition</u>
14.	<u>Controller Summary Accounting Records.</u> Accounting records which show in summary how funds, appropriated and nonappropriated are spent after allotment by OMB, and the sources and nature of any receipts. Records included, among other things, are general ledgers and allotment ledgers.	Apply provisions of GRS 7, Items 2, 3, and 4.
15.	<u>Controller Detail Accounting Records.</u> Accounting records which give in detail the accounting for the availability and status of public funds. Records included are subsidiary ledgers and papers further detailing the information in the general ledgers or serving as posting media to the ledgers themselves, e.g., statement of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, and disbursement vouchers.	Apply provisions of GRS 6, Item 1.
16.	<u>Notice of Delegation.</u> Authorizing banks, Federal Reserve Board, Department of the Treasury, to accept action authorized by GNMA Corporate Officers or their designees.	Destroy 30 years after date of termination of delegation.
17.	<u>Official Document File.</u> Consists of delegations of authority, redelegations, letters by the President of the United States making additional funds or transferring funds available for GNMA's Special Assistance Programs, Mortgage Purchasing and Servicing Agreement between GNMA and FHLMC, Combined Services Agreement between GNMA and FNMA, legal opinions and Treasury authorizations. Included in a Register of Documents. (1 cubic foot)	Permanent. Offer to National Archives 15 years after completion of Programs.
18.	<u>General Correspondence Files.</u> Correspondence contained in these files relate to inquiries from the general public, other government agencies and financial institutions.	Break file annually. Destroy when superseded or obsolete or when three years old, <i>whichever is earlier.</i>

CONVERSION TABLE

Proposed GNMA Schedule	Superseded			
	HUD Schedule	NARS JOB		
Item No.	Schedule No.	Item No.	Job No.	Item No.
1.a. No change	64	1.a.	NC1-207-76-6	1.a.
1.b. Change disposition	64	1.b.	NC1-207-76-6	1.b.
2. Reflects fact that records are no longer being filmed.	64	2.a. & b.	NC1-207-76-6	2.a. & b.
3 - 5. New items.				
6. Reflects fact that records are no longer being filmed.	64	3.a. & b.	NC1-207-80-4	3
7 - 15. New Items.	64			
16. Same dispo- sition.	64	5	NC1-207-76-6	5
17. Same dispo- sition.	64	6	NC1-207-76-6	6
18. Same dispo- sition.	64	7	NC1-207-76-6	7