

Debt Services Division

The Debt Services Division (DSD) provides debt collection services for the Executive, Judicial, and Legislative branches of the Government, as well as Government corporations. DSD establishes collection policies, assists Federal agencies in managing and referring their debt portfolio for collection, and oversees the operations of private sector collection companies.

Mortgage Servicing

The Debt Management Services (DMS) implemented mortgage servicing as one of its processes of debt collection operations in the 1990's. This service involved collecting payments and servicing mortgages that arose from the sale of government-owned properties.

In 1994 DMS entered into a memorandum of understanding (MOU) with the General Services Administration (GSA) to service mortgages that arose from the sale of former military installations. This agreement was subsequently modified and continued in force until July 2000, when it lapsed. At that time, DMS returned the mortgage servicing function to GSA, along with any original records documenting the mortgages serviced. Since then, DMS sole activity involving this program has involved responding to periodic requests from mortgagors or mortgagees concerning payments that were made while DMS administered the program on behalf of GSA.

1. Mortgage Servicing Records. These consist primarily of case files documenting the mortgages serviced under the auspices of the program. The cases include Air Force Plant #85; Castle Gardens; Castle Vista; Chanute; Grissom; the Naval Industrial Building; and, the Naval Weapons site. The files contain copies of correspondence; loan activity reports; facsimile messages; disbursement information by agency location code (ALC) of mortgage payments from the sale of the property; mortgage amortization schedules; certificates of insurance; mortgage payment distribution reports; loan information fact sheets; and photocopies of deeds, notes, mortgages, and satisfaction of the mortgage, as applicable.

There are also a few subject files and a reading file. The former deal with the MOU between the Financial Management Service and GSA outlining their respective responsibilities in managing the mortgage servicing program and related program correspondence. Overall dates of the records are from 1994 to May 2002. Most of the records date from 1995 through 2000. Approximate volume is two and one-half cubic feet.

Disposition: Cut off files at the end of the fiscal year. Transfer immediately to the Washington National Records Center. Destroy in October 2007.

2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.