

RECORDS DISPOSITION SCHEDULE 64

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION RECORDS

The Government National Mortgage Association (Ginnie Mae) is a wholly owned government corporation within the Department of Housing and Urban Development (HUD). It was established in 1968, through an amendment to Title III of the National Housing Act, to promote nationwide access to mortgage credit. Shortly after its establishment, Ginnie Mae pioneered the development of the Mortgage-Backed Securities (MBS) Program whereby Ginnie Mae guarantees the timely payment of principal and interest on securities backed by pools of federally insured or guaranteed mortgage loans, pledged by the full faith and credit of the United States government.

This schedule is media neutral and applies to records in all formats regardless of medium unless a particular item is limited to a specific recordkeeping medium.

Item No.	Description of Records	Disposition
1.	Policy and Procedures Files. Files relating to Mortgage-Backed Securities Program policies and procedures. Files include All Participants Memoranda (APMS), Ginnie Mae Handbook 5500.3, Rev. 1, Multiclass Participants Memoranda (MPMS), Ginnie Mae Multiclass Securities Guide, Desk Manuals of Procedures for Issuer Mergers, Consolidations, and Acquisitions, Transfers of Issuer Responsibility, Portfolio Related Issues, Issuer-Related Issues, Ginnie Mae Accounting Manual, and related guides or manuals.	TEMPORARY. Destroy or delete when superseded or obsolete. (NARA Job No. N1-207-07-3, item 1)
2.	Corporate Secretary Files. Files of the Corporate Secretary providing documentation of the Corporate functions and activities of Ginnie Mae and the Mortgage-Backed Securities Program. Records include: Ginnie Mae By-Laws, Certificate of Incumbency, Trademarks, Contract of Insurance, Asset Purchase Agreements, Forms Agreement, Ginnie Mae specimen, paper, and bond Certificates.	PERMANENT. Cut off at end of Mortgage-Backed Securities program. Transfer to National Archives 25 years after cutoff. (Supersedes NARA Job No. NC1-207-83-2, item 17) NOTE: Recordkeeping copy limited to paper.

RECORDS DISPOSITION SCHEDULE 64

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION RECORDS

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3.	Front Office (President) Files. Files maintained by the Front Office for the President of GNMA relating to MBS program policies, organization, decisions, and actions. Records include correspondence, memorandums, reports, meeting notes, and related records.	PERMANENT. Cut off at end of fiscal year. Retire to FRC 3 years after cutoff. Transfer to National Archives 25 years after cutoff. (NARA Job No. N1-207-07-3, item 3) NOTE: Recordkeeping copy Limited to paper.
4.	Executive Vice President Files. Files maintained by the Executive Vice President of GNMA relating to Congress, FOIA, policies, and organization of GNMA. Records include correspondence, memorandums, reports, and related records.	PERMANENT. Cut off at end of fiscal year. Retire to FRC 3 years after cutoff. Transfer to National Archives 25 years after cutoff. (NARA Job No. N1-207-07-3, item 4) NOTE: Recordkeeping copy limited to paper. NARA may dispose of non-archival records after transfer to NARA's legal custody.
5.	Program Operations Files. Files documenting activities of the Mortgage-Backed Securities Program. Records include Guarantee Files, Repurchased Loans Files, Assignment Files, and Pool Termination Files.	TEMPORARY. Cut off at end of fiscal year when contract expires. Destroy 20 years after cutoff. (NARA Job No. N1-207-07-3, item 5)

RECORDS DISPOSITION SCHEDULE 64

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION RECORDS

Item No.	Description of Records	Disposition
6.	Commitment Files. Files of Mortgage-Backed Securities Program Commitments covering Single Family, Multifamily, and Manufactured Housing. Records include: Forms HUD 11700 and 11704, IPMS Print Screens, Mortgage Bankers Financial Reporting Form, Summary Sheet, Justification, Cash Receipt Voucher, Confirmation Notice for Commitment Authority (IPMS), Confirmation Notice Pool Numbers (IMPS), GPAD's Information, Internal net-worth Calculation, FHA Connection Financial Score, Independent Public Accountant (IPA) Analysis and related records.	TEMPORARY. Cut off at end of fiscal year when commitment ends. Destroy 7 years after cutoff. (NARA Job No. N1-207-07-3, item 6)
7.	Active Issuer Files. Files of Mortgage-Backed Securities Program Active Issues Covering Single Family, Multifamily, and Manufactured Housing. Records include: HUD Form 11702, Secretary Memoranda, Insurance Certificates, General Correspondence, Financial Statements, Field Reviews, Application Package, Cross Defaults, Corporate Guaranty Agreements, Pledge of Servicing Agreements, Representations and Warrants, and related records.	TEMPORARY. Cut off at end of fiscal year when contract expires. Destroy 7 years after cutoff or when all claims arising under the pool have been satisfied, whichever is later. (Supersedes NARA Job No. NC1-207-83-2, item 2)
8.	Document Custodian Files. Files of Mortgage-Backed Securities Program Document Custodian Files covering Single Family, Multifamily, and Manufactured Housing. Records include: Checklist, Advance Questionnaire, Supporting Documentation, Approval Letter, Insurance and Compliance Reviews.	TEMPORARY. Cut off at end of fiscal year when program ends. Destroy 7 years after cutoff or when no longer needed, whichever is later. (NARA Job No. N1-207-07-03, item 8)

RECORDS DISPOSITION SCHEDULE 64

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION RECORDS

Item No.	Description of Records	Disposition
9.	Defaulted Issuer Files. Records Include: HUD Form 11702, Secretary Memoranda, Insurance Certificates, General Correspondence, Financial Statements, Field Reviews, Application Package, Ledger, Tax and MIP, Insurance, Mortgage Invoice, Inspection, Financial, Replacement/Reserve, Insurance Loss, UCC, GNMA, Legal Documents, Closing Binder, GNMA Pool, Closing Index Volume I of II and Volume II of II, Characteristic Reports, Write/Charge Off and Loan, DRGF, and Boston Files (Whitehall Funding).	TEMPORARY. Cut off at end of fiscal year when contract expires. Destroy 7 years after cutoff or when all claims arising under the pool have been satisfied, whichever is later. (NARA Job No. N1-207-07-3, item 9)
10.	Capital Markets Files. Mortgage-Backed Securities Program Deal Files document the issuance of mortgage-backed Securities. Records include: Official Financial Advisor, Letter, Transaction Initiation Letter for the Deal, Sponsor Agreement, Ginnie Mae REMIC Guaranty Agreement, Official Legal Advisor Letter, Offering Circular Supplement, Ginnie Mae Announcement and Updates, Pricing Sheet, Wire Receipt of Guaranty Fees, Closing Set of Document Book and related records.	TEMPORARY. Cut off at end of fiscal year when pool Terminates. Destroy 7 years after cutoff or when all claims arising under the pool have been satisfied, whichever is later. (Supersedes NARA Job No. NC1-207-83-2, item 1/b)
11.	Monitoring Files for Defaulted Issuers. Assets, Data sheets listing mortgage packages offered, bids, schedules of accepted bids, prices and values, and related records.	TEMPORARY. Cut off at end of fiscal year when case closes. Destroy 7 years after cutoff or when no longer needed, whichever is later. (NARA Job No. N1-207-07-3, item 11)

RECORDS DISPOSITION SCHEDULE 64

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION RECORDS

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12.	Controller Default Files. All accounting records that pertain to Issuer Defaults included are: source and use of funds, appropriated and non-appropriated general ledger reports, allotment ledgers, records that provide information on the availability, collection schedules and vouchers, disbursement schedules and vouchers, and other accounting reports.	TEMPORARY. Cut off at end of fiscal year when contract closes. Destroy 6 years, 3 months after cutoff. (NARA Job No. N1-207-07-3, item 12)
13.	Mortgage-Backed Securities Certificates. Original and copies of Lost Instrument Bonds, original and copies of Letters of Indemnification original and copies of letters to certificate holders and Ginnie Mae issuers.	TEMPORARY. Destroy 7 years after cancellation or after the satisfaction of any claims whichever is later. (Supersedes NARA Job NC1-207-83-2, item 6)
14.	Notices of Delegations. Authorizing Banks, Federal Reserve Board, and the Department of Treasury notices to accept action authority by Ginnie Mae corporate officers or their designee.	TEMPORARY. Destroy 30 years after date of termination of delegation. (Supersedes NARA Job NC1-207-83-2, item 16)
15.	GTR/GTM Files.	TEMPORARY. Destroy 6 years after contract or grant is formally closed out. (NARA Job No. N1-207-91-1, item 17)

RECORDS DISPOSITION SCHEDULE 64

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION RECORDS

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16.	General Correspondence Files. Correspondence contained in these files relate to inquiries from the general public, other government agencies and financial institutions.	TEMPORARY. Break file annually. Destroy when superseded or obsolete or when 3 years old, whichever is earlier. (Supersedes NARA Job NC1-207-83-2, item 18)
17.	Marketing and Communication Files Consist of press releases, speeches, brochures, posters, handouts, and position papers.	TEMPORARY. Cut off at the end of calendar year. Transfer to records center 5 years after cutoff. Destroy 10 years after cutoff. (NARA Job No. N1-207-07-3, item 17)
18.	Annual Report. GNMA's Annual Report to Congress documenting GNMA organizational structure, functions, and agency accomplishments.	PERMANENT. Transfer a copy of each issuance to WNRC in (10) ten year blocks (e.g., 2007-2016 in 2017). Transfer to the National Archives when the latest report in block is (20) years old (e.g., 2007-2016 in 2037). NOTE: Recordkeeping copy limited to paper.
19.	Budget.	TEMPORARY. GRS 5, item 2. Destroy 1 year after the close of the fiscal year covered by the budget.
20.	Accounting.	TEMPORARY. GRS 7, items 2, 3, and 4. Destroy 6 years 3 months after the close of the fiscal year involved.