

RECORDS DISPOSITION SCHEDULE 24

RECORDS RELATING TO OFFICE OF HEALTHCARE PROGRAMS

This Schedule provides disposition instructions for Headquarters records produced as a result of HUD'S subsidized and unsubsidized Healthcare Programs. The instructions pertain to Headquarters Healthcare administrative, management and operational records, and include records relating to Hospitals, Nursing Homes, and Medical Practice Facilities.

**Office of Healthcare Programs**

Item No.	Record Series	Retention Instructions	Disposition Authority
1.	Records pertaining to the administration and management of the Office of Hospital Facilities' underwriting division.	Temporary. Filed by fiscal year and by topic (if applicable). Destroy 3 years after date of last entry.	NARA JOB NC1-207—78-12 ITEM 1
2.	Records relating to pre-applications and applications where no long-term obligation of the FHA is created (withdrawals or denials).	Temporary. Filed by hospital and fiscal year. Destroy 6 years after date of last entry.	NARA JOB NC1-207-78-12 ITEM 4B
3.	Records pertaining to the administration and management of the Office of Hospital Facilities' asset management and servicing division.	Temporary. Filed by fiscal year and by project (if applicable). Destroy 3 years after data of last entry.	NARA JOB NC1-207-78-12 ITEM 5
4.	Project Mortgage Origination File, where a long-term obligation of the FHA is created. Records used to develop and document an underwriting decision.	Temporary. Filed by hospital and fiscal year. Maintain for the life of the loan (a maximum of 25 years). Destroy 6 years after FHA exposure ceases.	NARA JOB NC1-207-78-12 ITEM 7
5.	Project Mortgage Servicing File (Legal Records) – Legal records generated after final or initial/final endorsement through the life of the loan.	Temporary. Filed by hospital. Maintain for the life of the loan (a maximum of 25 years). Destroy 6 years after FHA exposure ceases.	NARA JOB NC1-207-78-12 ITEM 8
6.	Legal records pertaining to an application, endorsement (initial final, and initial/final).	Temporary. Filed by hospital. Maintain for the life of the loan (a maximum of 25 years). Destroy 6 years after FHA exposure ceases.	NARA JOB NC1-207-78-12 ITEM 8

7.	Program records pertaining to an application endorsement (initial, final, and initial/final).	Temporary. Filed by hospital and fiscal year. Maintain for the life of the loan (a maximum of 25 years). Destroy 6 years after FHA exposure ceases.	NARA JOB NC1-207-78-12 ITEM 8
8.	Project Mortgage Servicing File (Program) – Records generated after initial or initial/final endorsement through the life of the loan. Includes non-legal records related to the day-to-day oversight of portfolio hospitals.	Temporary. Filed by hospital. Maintain for the life of the loan (a maximum of 25 years). Destroy 6 years after FHA exposure ceases.	NARA JOB NC1-207-78-12 ITEM 7
9.	General administrative reference files, including copies of personnel, travel and general housekeeping records.	Temporary. Covered under the appropriate General Records Schedule. Destroy when business use ceases.	DAA-GRS2016-00160001 ITEM 20