



Records Retention

This matrix is distributed to provide general information about the subject matter covered and should not be utilized as a substitute for professional advice for your specific situation. If you require such advice, please consult with your own professional advisers.

State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
Alabama	Alabama Consumer Act	Lender's licensed location	Any records regarding charges and disclosures, records from which refund verifications may be made regarding paid out, refinanced accounts; insurance claims filed. Up-to-date record of suits filed against borrowers, claims filed in arbitration, instruments executed by the debtor, marked "PAID" or "CANCELLED" when obligation is paid in full.	No requirement imposed	2 years	Ala. Admin. Code r. 155-2-2-.10(1); 155-2-2-.10(5)
	Mortgage Brokers Licensing Act	Broker's Office or in any other location permitted by the Department	No requirement imposed	No requirement imposed	No requirement imposed	N/A
Alaska	Alaska Business License Act	No requirement imposed	No requirement imposed	No requirement imposed	No requirement imposed	N/A
	Mortgage Lending Regulation Act	No requirement imposed	A list of all executed loan applications or executed fee agreements that provides the following information: applicant's name; application date; amount of initial loan request; final disposition date; disposition (funded, denied); and name of originator; a cash receipts journal or other record of all money received in connection with a mortgage loan including: the original contract with the customer for the mortgage licensee's compensation; copies of the note, settlement statement, and TIL disclosure; and an account of fees received in connection with the loan, and other papers or records relating to the loan that may be required by Department order or any applicable state or federal regulation; documentation of trust or escrow money showing the borrower's name and co-borrowers' names; loan number, if any; amount received; purpose for the amount received; date received; date deposited into the trust or escrow account; amount disbursed; date disbursed; disbursement's payee and purpose; and balance; a file for each closed application for a mortgage loan containing: a settlement statement, a denial or withdrawal letter, or other documentation showing the application's final disposition; correspondence sent or received by the mortgage licensee relating to the loan application; the contract with, agreement and escrow instructions to any depository institution; documents showing compliance with federal law referenced in A.S. 06.60.330. Must maintain a record of each mortgage loan must include: the amount of the mortgage loan; the interest rate on the mortgage loan; the amount of each payment to be made on the mortgage loan; a description of the collateral taken for the mortgage loan; a history of all payments received by the licensee on the mortgage loan; a detailed history of the amount of each payment that is applied to the reduction of the mortgage loan principal; the interest that accrues on the mortgage loan; and any other fees and charges that are related to the mortgage loan, as well as other papers required by law, Department order, or regulation.	No requirement imposed	3 years after the date the document is created	Alaska Stat. § 14.420(b); 06.60.135



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Arizona	Mortgage Banker	Principal place of business	All contracts, agreements and escrow instructions for all mortgage transactions.	Must retain original documents OR clearly legible copies	2 years after loan closing or the date of the last disbursement of money by licensee	Ariz. Rev. Stat. Ann. § 6-946(A)
	Mortgage Brokers	Principal place of business	All contracts, agreements and escrow instructions for all mortgage transactions.	Must retain original documents OR clearly legible copies. *Can use a computer or mechanical recordkeeping system if the licensee gives the Department advance notice of its intent to use such a system.	5 years after loan closing	Ariz. Rev. Stat. Ann. § 6-906(A)
Arkansas	Arkansas	Licensee's place of business	All executed loan applications or executed fee agreements.	No requirement to retain originals. Magnetic tape, magnetic disk, or other computer printed reproduction, video display or other medium that is convertible into legible, tangible documents is acceptable.	5 years	Ark. Rule 5011-1(1)
California	California Finance Lenders Law	Place of business	Any books, accounts and records that are sufficient to determine if the licensee is complying with the California Finance Lenders Law	Not required to maintain original records.	3 years after making the final entry on a loan	Cal. Fin. Code § 22156; 22157; 22158
	Real Estate Law	Not specified	All listings, deposit receipts, canceled checks, trust records, and other documents executed by the licensee or obtained in connection with any transaction for which a real estate broker's license is required. Records must be set forth, in chronological order.	Copies accepted	3 years from the date of the closing of the transaction or from the date of the listing if the transaction is not consummated.	Cal. Admin. Code tit. 10, § 2831(a)(c)
	California Residential Mortgage Act	Not specified	Business records and any information regarding any mortgage loan made or serviced.	Microfilm, microfiche, or other electronic data processing systems will be deemed in compliance.	A period of 36 months after the date of final entry on the business records of the loan.	CA Financial Code § 50124(a)(2); Cal. Admin. Code tit. 10, § 1950.314.4(k)
Colorado	Uniform Consumer Credit Code	Not required to be kept at place of business, as long as accessible.	All records pertaining to the loan.	Not specified	4 years after making the final entry related to the loan.	Colo. Rev. Stat. § 52-304; 53-109



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	Mortgage Broker Licensing Act	Keep in secure environment	Any and all documents collected, gathered and provided for the purpose of negotiating and originating residential mortgage loans.	Electronic storage is acceptable as long as the information is accessible and kept in a secure environment.	4 years	4 Colo. Code Regs. § 725-3, Rule 3-1-2(5)(4) & Rule 3-1-2(3)
Connecticut	Connecticut's Home Mortgage Disclosure Act	Not specified	All applications subject to HMDA and other materials made part of such applications or which are used to evaluate such loans, whether or not the applications are approved.	Original form or a copy.	25 months after the date on which action is taken on the application.	Conn. Gen. Stat. Ann. §36a-735 et seq.; Conn. Agencies Regs. §36a-744-7(A)
	Nondepository Mortgage Lenders and Brokers Act	Office named in the license.	Adequate records of each loan transaction *Copies of Note, HUD-1 settlement statement or other settlement statement, or such other records (see "Retention Period" column).	Copies accepted	Not less than 2 years following the final payment on the loan, or the assignment of such loan, whichever occurs first. *Copies of Note, HUD-1 settlement statement or other settlement statement, or such other records must be retained not less than 5 years from the date of transaction.	Conn. Gen. Stat. § 36a-493(a); 36a-493(b)
Delaware	Licensed Lenders Act	Not specified	Lenders must maintain all required records including loan register; individual accounts with borrowers; file of all original paper, including applications; file of all original paper/denials (25 months); daily transaction journal; index of borrowers, endorsers, comakers, etc.; credit insurance claims register.	Copies may be kept in its original form, as a copy thereof, or as part of any electronic, computer, mechanized or other data storage or retrieval or transmission system that can transmit the original record.	2 years after account is closed.	Del. Code Ann. tit. 5, § 2202
	Mortgage Loan Brokers Act	Not specified	Mortgage loan brokers must maintain all required records including applicant register individual records of applicants/closed Loans; individual records of applicants/denials (25 months); and advertising records.			
	Lenders/Brokers	Not specified	Lenders and broker are required to maintain all records of loans in litigation and repossessions.			
District of Columbia	Mortgage Lender	Licensee's place of business	Copies of the note, settlement statement, TIL disclosure, and such other papers or records relating to the loan, as may be required by rule or regulation	Copies accepted	3 years after final payment is made of any mortgage loan or after the mortgage loan is sold, whichever occurs first.	D.C. Code § 26-1109
	Mortgage Broker	Licensee's place of business	The original contract for his or her Licensee's compensation, copy of the settlement statement, and account of fees received in connection with the loan, and such other papers or records required by rule or regulations.	Copies accepted Original required for contract for compensation	3 years after a mortgage loan is made.	D.C. Code § 26-1109(d); 26A DC ADC § 1110.1



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Florida	Mortgage Broker Lending Act	Principal place of business designated by the license	All books, accounts, records, and documents necessary for the Department to determine if the licensee is in compliance with the Mortgage Brokerage and Mortgage Lending Act (MBLA).	No requirement imposed	3 years from the date of original entry	Fla. Stat. Ann. § 494.0016(1); FL ADC 69V-40.170(5)
	Mortgage Lenders and Correspondent Mortgage Lenders	In a central location	Copy of GFE; mortgage loan application, or a copy, which contains all required disclosures; copies of closing statements, written lock-in agreement, if issued, and written commitment, if issued; and a copy of written disclosures of any conflict of interest.	Copies accepted	N/A	FL ADC 69V-40.260(2)
	Mortgage Brokerage Business	In a central location	Mortgage brokerage agreement, copy of signed closing statement or documentation of denial or cancellation of the loan application, and copy of the good faith estimate of costs.	Copies accepted	N/A	FL ADC 69V-40.175(2)
Georgia	Georgia Residential Mortgage Act	Principal place of business	Books, accounts and records. Journal of mortgage loan transactions. Mortgage loan application, credit report, appraisal order, appraisal, signed closing statement (HUD-1) or denial/cancellation of loan application, required disclosure documents, contracts, letters, notes and memos regarding the customer.	Copies accepted May be maintained in original form, microfiche or other electronic media.	5 years from the final disposition of the loan application.	GA Rules & Reg. 80-11-2-.01; 80-11-2-.03(3); 80-11-2-.04
Hawaii	Mortgage Brokers and Solicitors	No requirement imposed	No requirement imposed	No requirement imposed	No requirement imposed	N/A
Idaho	Residential Mortgage Practices Act	Not required to be kept at place of business, as long as accessible.	Financial reports, in conformity with generally accepted accounting principles.	No requirement imposed	3 years after making the final entry related to the loan.	Idaho Code § 26-3111
	Idaho Credit Code	Not required to be kept at place of business, as long as accessible.	Financial reports, in conformity with generally accepted accounting principles.	No requirement imposed	2 years after making the final entry relating to the loan.	Idaho Code § 28-46-304
Illinois	Residential Mortgage Lending Act	No requirement imposed	A loan log, including application dates, borrower names, property purchase names, property seller names, property address, loan amount, terms, loan program, loan originator names and registration names, processor names, license and/or registration numbers, appraiser names and license numbers, corporate or full service office and license number, amount of points and fees charged, statement on whether loan was cancelled/rejected. Also include the Loan Brokerage Disclosure Statement, Borrower Information Document, all documents signed by borrower, appraisal, credit report and all other documents related to the loan file.	Must be kept on file in hard copy or paper-based form, or electronic or digital form capable of legible hard copy reproduction.	36 months from the date of closing of other termination of loan processing	205 ILCS § 635/2-4; 38 IL ADC 1050.2260
Indiana	Loan Brokers Act	Licensee's place of business	All records concerning First Lien mortgage transactions. Initial loan application, initial and any subsequent GFE, credit report, verification of borrower's income and employment as required by the initial lender, TIL disclosure, HUD-1 or HUD-1A Settlement Statement, business arrangement disclosure statement, servicing transfer disclosure statement, right to receive appraisal disclosure, right of rescission notice, commitment or rate lock-in agreements, copies of all notes or correspondence in whatever format, and records of all charges or fees assessed to the borrower's account.	No requirement imposed	2 years after the making of the final entry relating to the transaction.	Ind. Code § 24-4.4-2-405(1); 23-2-5-18(b); Ind. Admin. Code. tit. 710, §1-22-9



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Iowa	Mortgage Bankers and Brokers Act	Not specified	Keep an index, application log, application files, loan register, and loan files and account ledgers. * All checkbooks, check registers, bank statements, deposit slips, withdrawal slips, and canceled checks relating to the mortgage business of the licensee; complete records of all expenses and fees paid on behalf of each mortgage applicant, including a record of the date and amount of all such payments actually made by each mortgage applicant; copies of all federal tax withholding forms, reports of income for federal taxation, and evidence of payments to all employees, independent contractors, and others compensated by a licensee in connection with the conduct of the mortgage lending business; and all correspondence and other records relating to the maintenance of any required surety bond.	Hard copy or in an electronic equivalent	At least 25 months from the date of the final transaction with the borrower. *36 months	Iowa Admin. Code r. 187-18.16
Kansas	Uniform Consumer Credit Code	Not specified	Application; GFE; settlement statement; an appraisal performed by a Kansas-licensed or Kansas-certified appraiser completed within 12 months before the loan closing date, or the total appraised value of the real estate, as reflected in the most recent records of the tax assessor of the county in which the real estate is located; the high loan-to-value notice; any written agreements with the borrower that describe rates, fees, broker compensation, and any other similar fees; the note and any other applicable contract addendum or rider; filed mortgage or deed; title policy or search; the early and final TIL disclosure statements, including an itemization of the amount financed and an itemization of any prepaid finance charges; any credit insurance requests and insurance certificates; all paid invoices for appraisal, title work, credit report, and any other closing costs; the right of rescission notice or waiver; the transfer of mortgage servicing disclosure, if applicable; a complete payment history on serviced accounts; the assignment of the mortgage and note, if applicable; the initial escrow statement, if applicable. Also, a log of all accounts paid by credit insurance; and a log of repossessed accounts.	No requirement imposed	Two years after making the final entry to each loan.	Kan. Admin. Regs. §75-6-33(a)
	Kansas Mortgage Business Act	Licensee's principal place of business	A journal of mortgage transactions containing the name, address and telephone number of each loan applicant; the type of loan applied for and the date of application; and the disposition of each loan application, indicating date of loan funding, loan denial, withdrawal and name of lender if applicable and name of loan originator and any compensation or other fees received by the loan originator. A separate record of all money received for any service performed or to be performed, including any payment to a third party.	No requirement imposed	Not specified	Kan. Stat. Ann. § 9-2216a; 9-2213(b)
	Loan Brokers Act	Loan broker's principal office	A loan broker agreement register that consists of a chronological listing of all loan broker agreements that have been entered into; a file for each borrower or proposed borrower; all receipts from or for the account of borrowers or any proposed borrowers and all disbursements to or for the account of borrowers or any proposed borrowers, recorded so that the transactions are readily identifiable; a general ledger that shall be posted at least monthly, and a trial balance sheet and profit and loss statement prepared within 30 days of the commissioner's request for the information.	No requirement imposed	6 years	Kan. Stat. Ann. § 50-1015



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Kentucky	Mortgage Loan Company and Mortgage Loan Broker Act	Not specified	Accounts, correspondence, memoranda, papers, books, data and other records used in the mortgage lending process	Records may be kept in an electronic retrievable format, or other similar form of medium, that is readily accessible to examination, investigation, and inspection by the Department.	5 years after a mortgage loan application is completed, whether approved or rejected, or on mortgage loans paid in full, whichever is longer.	Ky. Rev. Stat. Ann. § 286.8-160
Louisiana	Residential Mortgage Lending Act	Licensee's principal office	Must maintain the original or copy of all documentation dated and signed by the borrower and loan originator, including, but not limited to: a uniform residential loan application ; mortgage loan origination agreement; initial Truth in Lending Disclosure; Final Truth in Lending Disclosure (at settlement); Good Faith Estimate; Notice of Right to Receive Copy of Uniform Residential Appraisal disclosure; Equal Credit Opportunity Act Disclosure; Notice of Right to Cancel; Notice of Action Taken; Affiliated Business Agreement (Disclosure); Notice of Transfer Servicing Disclosure (if funding the loan); signed verification that the applicant received the "Settlement Cost Booklet"; verification of borrower's authorization giving broker/lender permission prior to ordering a credit report; HUD-1/HUD-1A Settlement Statement (at settlement); a log of all residential mortgage loan applications taken; including: originator's name, applicant's name and address, application date, loan amount, loan status, and to whom loans were sold, transferred, or brokered; bank statements and canceled checks of all business accounts related to residential mortgage lending activity; receipts and invoices of all third-party transactions such as, but not limited to, appraisers, credit bureaus, title companies, couriers, etc.; copies of receipts which must be provided to consumers for all funds collected in connection with procurement of a loan; and any other records which the Commissioner may require after giving written notice to the licensee.	Hard copies, photocopies, computer print-outs or microfilm, microfiche, imaging, or other types of electronic media storage that can be readily accessed.	Minimum of 36 months from the date of the loan application.	La. Rev. Stat. Ann. § 6:1091(A); La. Admin. Code tit. 10, §701
Maine	Maine Consumer Credit Code and Maine Consumer Credit Code—Loan Brokers	Not required to be kept at place of business, as long as accessible.	Records of all consumer credit transactions in conformity with generally accepted accounting principles and practices or in a manner that will enable the Administrator to determine whether that person or the person's assignee is complying with the provisions of the MCCC.	No requirement imposed	2 years after making the final entry on the account.	Me. Rev. Stat. Ann. tit. 9-A, § 1-111



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Maryland	Maryland Mortgage Lender Law	Licensee's place of business	Documentation of disbursements of loan proceeds to creditors of the borrower; documentation of any broker's agreement signed by the borrower if a broker fee is paid from the loan proceeds at closing; the amount of any origination or discount fee; a notation of any applicable governmental loan program for each loan; an accurate payment history; the objective index used to determine the interest rate from time to time if the loan has an adjustable rate; if the loan was assigned by the licensee, the name of the assignee and the date of the assignment; any document which indicates whether the security interest is in first or second lien position at the time the loan is made; all required TIL disclosure documents; records of all monies received from a borrower for fees to be paid to third parties for services in connection with the loan; records indicating that the services were provided and the fees paid by the licensee to the third party; dates on which a credit report, appraisal, and other services or items were ordered by the licensee; any other document on which the licensee relied in underwriting the loan; information regarding optional insurance coverage purchased by the borrower in connection with the loan, including the premium charged, the types of coverages, and written authorization from the borrower for each type of coverage; records of any foreclosure action begun by the licensee by filing an order to docket or a complaint to foreclose; broker agreement between the licensee and the borrower; and record of the lender to whom the loan was brokered.	These may include original books, accounts, and files; an approved electronic equivalent; or an approved micro photographic copy	25 months after the loan is denied, repayment of the loan is made in full, or the loan is sold.	Md. Regs. Code tit. 09, § 03.06.04(A)(2)(a)
Massachusetts	Mortgage Lenders	No requirement imposed	The note; the settlement statement; any TIL disclosures; any correspondence, papers or records relating to the loan; and any other document that the Commissioner may require.	Copies accepted	3 years after final payment is made on any mortgage loan or the mortgage loan is sold, whichever occurs first.	209 CMR 42.09(1)(a)
	Mortgage Brokers	No requirement imposed	The original loan origination and compensation agreement; a copy of the settlement statement; an account of fees received in connection with the loan; correspondence, papers or records relating to the loan; and such other documents that the Commissioner may require.	Copies accepted	3 years after a mortgage loan is made.	209 CMR 42.09(1)(b)
Michigan	Mortgage Brokers, Lenders, and Servicers Licensing Act	No requirement imposed	The application; credit report; employment verification; loan disclosure statement; settlement statement; promissory note; mortgage; land contract; TIL disclosure statements; and settlement statements.	No requirement imposed	Until the mortgage loan is transferred or assigned, or the expiration of 3 years after the date the mortgage loan is closed, whichever occurs first.	Mich. Comp. Laws Ann. § 445.1671(2)
	Secondary Mortgage Loan Act	No requirement imposed	The application; credit report; employment verification; loan disclosure statement; settlement statement; promissory note; mortgage; land contract; TIL disclosure statements; and settlement statements	No requirement imposed	Until the secondary mortgage loan is transferred or assigned, or the expiration of 2 years after the date the secondary mortgage loan is closed, whichever occurs first.	Mich. Comp. Laws Ann. § 493.68(1)



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Minnesota	Minnesota Residential Mortgage Originator and Servicer Licensing Act	No requirement imposed	Business records, including advertisements, regarding residential mortgage loans applied for, originated, or serviced in the course of its business; trust funds sufficient to identify the transaction, date and source of receipt, and date and identification of disbursement. A residential mortgage originator must maintain a separate record of all fees received for services performed or to be performed as a residential mortgage originator.	No requirement imposed	26 months	Minn. Stat. Ann. § 58.14(5)
	Minnesota Regulated Loan Act	No requirement imposed	All books, accounts, and records that will enable the DOC to determine whether the licensee is complying with the Regulated Loan Act and other applicable law.	Mechanical or electronic data processing methods which provide information equivalent to books, accounts and records are acceptable.	2 years after making the final entry on any loan.	Minn. Stat. Ann. § 56.11
Mississippi	Mississippi S.A.F.E Mortgage Act	Licensee's office	The individual borrower files of a licensee must contain the original or a copy of all documentation dated and signed by the borrower and/or originator, including, but not limited to: the application (a copy of the original loan application signed and dated by the licensee); credit file (authorizations to order credit report, verifications, credit reports, etc.); appraisal and invoice from appraiser (a complete copy of the appraisal or statement of value if obtained as a part of the loan application process); right of rescission; broker or co-broker agreement; good faith estimate (If mailed, the lender or broker must have a copy of cover letter stating the date mailed and address where the good faith estimate was mailed to.); a copy of the disclosures required under Regulation Z of the federal Truth in Lending Act and other disclosures as required under federal regulations, and evidence that those disclosures have been properly and timely made to the borrower (This includes both the Preliminary and Final Truth in Lending disclosures.); and Servicing Disclosure (if funding the loan); Notice of Right to Receive Copy of Appraisal; Controlled Business Agreement (when applicable); Proof of Assignment (transfer) of loan, if applicable; Equal Credit Opportunity Act disclosure; Fair Lending; Lock-in agreement, if any, provided by the licensee; Copy of Notice of Cancellation from the lender or broker; Mortgage Origination Agreement containing specific statements; Final HUD Settlement Statement or documentation of denial or cancellation of the loan application (The Final HUD Settlement Statement must be a copy of the signed original.); Promissory Note (copy); Deed of Trust (copy); and Final Uniform Residential Loan Application (1003), signed and dated by the loan originator and the borrowers.	No requirement imposed	3 years after the last license application date.	Miss. Code Ann. § 81-18-21(1); 81-18-35; Mississippi S.A.F.E Mortgage Act Regulations § 2(7)
Missouri	Lenders	No requirement imposed	Each document received or delivered in the loan application process.	Copies accepted	Not less than 25 months	Mo. Rev. Stat. § 408.580(6)
	Brokers	No requirement imposed	The loan application with the application date; the applicant's name; the property address; the loan amount; the loan terms and loan program; the loan officer; if closed, disposition of the loan and servicing; the Loan Brokerage Agreement and Loan Brokerage Disclosure Statement; the Borrower Information Document; and any other documents the Director may require the licensee to obtain.	Copies accepted	36 months	20 Mo. ADC 1140-30.090(4)
Montana	Montana Residential Mortgage Lender Licensing Act	Principal place of business as designated on the license.	All books, accounts, records, and documents necessary to determine the lender's compliance with the Montana Residential Mortgage Lender Licensing Act.	Copies accepted	5 years from the date of the last entry.	Mont. Code Ann. § 32-10-310(1)



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	Montana Mortgage Act	Must be maintained at the Montana office where services are provided.	A record of all cash, checks, or other monetary instruments received, showing the identity of the payor, date received, amount, and purpose; the applicant's name, date, name of person taking the application, HUD-1 Settlement Statement, agreements or contracts with the applicant, including any commitment and lock-in agreements, all disclosures required by state and federal law signed and dated by the borrower, and where applicable, signed and dated by the individual mortgage broker or loan originator; any and all contracts between the mortgage broker or loan originator and the borrower relating to the rate, terms, or conditions of the loan; evidence of insurance or insurance binder as required by the lender; statement from the investor authorizing the loan; appraisal; borrower's credit report; all documentation used to support the borrower's income as required by the lender; all documentation used to support the borrower's assets as required by the lender; promissory note; policy of title insurance commitment on the property securing the loan; and the first 3 pages of the deed of trust, final TIL disclosure signed by the Borrower; and copies of all uniform residential loan applications. Any printed, published, e-mail, or internet advertisement for the provision of services, the following information must be included: (i) a name and license number for each mortgage broker, mortgage lender, or mortgage loan originator advertising as an individual; or (ii) the name and license number only of the licensed entity when the licensed entity is advertising on its own behalf or as an entity with one or more mortgage brokers, mortgage lenders, or mortgage loan originators also listed.	Copies accepted	5 years from the date of the last activity on the file.	Mont. Code Ann. § 32-9-121(2)
Nebraska	Residential Mortgage Licensing Act	No requirement imposed	All documents and records relating to each mortgage loan and application for a mortgage loan, including, but not limited to, loan applications, federal TIL Act statements, GFEs, appraisals, notes, rights of rescission, and mortgages or trust deeds.	Copies accepted	2 years after the date the mortgage loan is funded or the loan application is denied or withdrawn.	Neb. Rev. Stat. § 45-711(8)
Nevada	Mortgage Banker Act	The location where the mortgage banker conducts business. After a 1-year period, any such record may be maintained for the remainder of the minimum 4-year period at any other location, provided the records can be produced within 24 hours of a request.	The real estate sales contract; escrow instructions; preliminary title report; loan application with attachments, if any; appraisal report; verification of representations made by consumer on the application for a mortgage; credit report; GFE of closing costs; and disclosures required pursuant to the federal TIL Act, 15 U.S.C. §1601 et seq.; the Uniform Settlement Statement; and any commitments made by the lender to the consumer, including, but not limited to, a commitment to guarantee the consumer a certain interest rate and a commitment to fund the loan; a recorded or confined deed of trust; the note; any subsequent assignment of the loan to institutional investors; and the hazard insurance policy.	Originals needed for 2 years. After 2 years and before 4 years, microphotographic process, optical disk imaging or any other equivalent technique designed to ensure an accurate reproduction of the original record is acceptable.	A period of at least 4 years after the date of the last activity relating to the transaction.	Nev. Rev. Stat. § 645E.350(1); NV ADC 645E.355



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	Mortgage Broker Act	The location where the mortgage broker conducts business. After a 1-year period, any such records may be maintained for the remainder of the minimum 4-year period at any other location, provided the records can be produced within 24 hours of a request.	The real estate sales contract; escrow instructions; preliminary title report; loan application with attachments, if any; appraisal report; verification of representations made by consumer on the application for a mortgage; credit report; GFE of closing costs; and disclosures required pursuant to the federal TIL Act, 15 U.S.C. §1601 et seq.; the Uniform Settlement Statement; and any commitments made by the lender to the consumer, including, but not limited to, a commitment to guarantee the consumer a certain interest rate and a commitment to fund the loan; a recorded or confirmed deed of trust, the title hazard insurance policy and any subsequent assignment to additional investors.	Originals needed for 2 years. After 2 years and before 4 years, microphotographic process, optical disk imaging or any other equivalent technique designed to ensure an accurate reproduction of the original record is acceptable.	A period of at least 4 years after the date of the last activity relating to the transaction.	Nev. Rev. Stat. § 645B.080(1)
New Hampshire	Nondepository Mortgage Bankers and Brokers Act	At a readily accessible location.	A licensee must maintain records to enable the Commissioner to determine if the licensee's business is in compliance with the requirements of the Nondepository Mortgage Bankers and Brokers Act (NMBBA).	Records may be retained by a durable medium for reproducing the original record or document. May maintain photocopies, microfilm, microfiche, or digital copies of original documents.	3 years after the final transaction on the loan or application file.	NH ST § 397-A:11(I)
New Jersey	All licensees	Place of business in New Jersey designated in the license.	The books, accounts, records and documents of the business that are necessary to enable the Department to determine whether the business of the licensee is being conducted in accordance with New Jersey law.	No requirement imposed	At least 3 years from the date of final entry on an application or loan.	N.J. Stat. Ann. § 17:11C-19
New Mexico	Mortgage Loan Company and Loan Broker Act	No requirement imposed	Documents related to the settlement of a residential mortgage loan; all evidence of payment of commissions, brokers' fees or other forms of compensation for services rendered in connection with a mortgage loan transaction; and all books, records, canceled checks pertaining to, but not limited to, mortgage loan transactions and payment of fees (books and records must include cash receipts and disbursements journals to be posted daily and a general ledger, to be posted monthly).	No requirement imposed	6 years	N.M. Stat. Ann. § 58-21-11; NM ADC 12.19.8.8(B)
New York	Mortgage Bankers and Mortgage Brokers	No requirement imposed	All rejected mortgage applications which must contain all documentation related to the applications (A list of rejected files must be maintained and the files must be readily available upon request); all written consumer complaints, documentation of actions taken and related correspondence; a correspondence folder with all correspondence to and from the Superintendent; a centralized application log for the principal office and all branch offices, updated daily, based on the date of receipt of the application containing the following information: date application received; name and address of applicant; file number assigned; address of property; source of application; all other fees collected and/or disbursed prior to closing, including the amount of the fee, the date paid, the purpose, the name, address and description of the entity to whom the fee is paid and from whom the fee is received; the final disposition of the application and date thereof; for mortgage brokers, the entity with whom the loan was placed; and for mortgage brokers, the amount of fees received for mortgage brokerage service directly from the applicant and from all other sources.	No requirement imposed	3 years	3 NYCRR 410.7(a); 410.12; NY Banking Law § 597



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North Carolina	Mortgage Lending Act	Principal place of business.	All required accounts, correspondence, memoranda, papers, books, and other records. The licensee must also create and retain a file for each mortgage loan application. The file must contain, as applicable, the applicant's name; the date; the name of the person taking the application; the application itself; the HUD-1 Settlement Statement (if the loan closed); copies of the loan note, deed of trust; all agreements or contracts with the applicant, including any commitment and lock-in agreements; and all disclosures required by state and federal law.	No requirement imposed	3 years	N.C. Gen. Stat. § 53-243.13(c); 53-243.09(a)
North Dakota	Money Broker	No requirement imposed	A record of all sums collected and all loans and leases completed as a result of broker's efforts.	No requirement imposed	6 years from the date of last entry thereon.	N.D. Cent. Code § 13-04.1-07; ND ADC 13-05-01-07
Ohio	Second Mortgage Loan Act	No requirement imposed	(1) Loan statements must be maintained in one file, in chronological order, and kept available for examination, and must disclose the following information: (a) principal borrower's name; (b) account number; (c) date of loan; (d) itemization of charges for all credit-related insurances and real estate-related fees; and (d) type of security; (2) a ledger record must be kept for each outstanding loan and loan paid in full within the last 2 years and such ledger record must disclose the following information, if applicable: (a) account number; (b) principal borrower's name and residence address; (c) date of loan; (d) date finance charges begin to accrue; (e) contractual rate of loan interest; (f) federal annual percentage rate; (g) loan origination charge; (h) original principal amount; (i) scheduled or precomputed interest; (j) total of payments; (k) type of security; (l) terms of repayment; (m) types and amounts of credit-related insurance; (n) unit default charge; (o) a chronological entry of all debits, credits, payments and charges received, assessed or disbursed in connection with the loan, recorded thereon in an identifiable manner in order to show the actual date of receipt, assessment or (4) the cash receipt and disbursement record, which must include the account number and name of principal borrowers, all transactions involving either the receipt or disbursement of money on the account of borrowers, and the actual date of any such transaction, must be made available to the Superintendent upon request; (5) an alphabetical index of all borrowers, comakers, guarantors and other obligors identified by account number must be maintained with respect to all persons obligated for interest in excess of the current usury rate; (6) a record of all loans in litigation must be maintained in a litigation record, which must be maintained for at least 2 years after the final entry has been made on the loan and kept current; (7) a record of all loans in repossession and foreclosure maintained in a repossession and foreclosure record which record must be maintained for at least 2 years after the final entry has been made on the loan and kept current; (8) a credit life claims record maintained for all loans upon which a credit life claim has been paid by the insurer, which record must be maintained for at least 2 years after the final entry has been made on the loan and kept current; (9) histories of non-published indexes used to establish interest rates for variable rate loans maintained for 2 years from date of usage, available for review by the Superintendent; and (10) a log for business conducted with brokers, which log must be kept in chronological order.	Records may be retained by mechanical or electronic data processing methods that provide information equivalent to that required are acceptable.	At least 2 years after making the final entry on the records.	Oh. Rev. Code § 1321.55(A); 1301:8-3-04(B)



State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
	Mortgage Broker Act	Must be kept in Ohio in a registered office that is readily accessible to the Superintendent.	Records pertaining to the mortgage broker business, including copies of all mortgage loan origination disclosure statements. Alphabetical Index of Borrowers, HUD File, Individual Borrower Files, Special Account Records, Advertisement File, and General Business Records.	Any books, accounts or records required to be maintained by the MBA may be maintained in their original form, on microfiche or other electronic media.	4 years	Oh. Rev. Code § 1322.06(B); 1301:8-7-06
Oklahoma	Mortgage Broker Licensure Act	Designate a location or locations in Oklahoma where records will be maintained or agree in writing to provide copies of records kept at an out-of-state location to the Administrator upon demand.	As part of the books and records related to the mortgage business, each licensee must maintain a transaction journal that discloses the borrower's full name, the date of the loan, the loan account number, the lender's name, and the lender's address.	Copies accepted	4 years from the date of the initial transaction between the licensee and each borrower, or 2 years from the date the final entry into the records is made, whichever is later.	Okla. Admin. Code § 160:55-7-1(a)
Oregon	Mortgage Lender Law	No requirement imposed	Financial records concerning business operations, transactions with customers, and trust account transactions. In the case of residential loans and applications for residential loans, licensees must maintain the following: (1) copy of each executed loan application form; (2) copy of each executed fee agreement, if prepared; (3) in the case of residential or single-family loans, a borrower acknowledged statement that a loan interest rate will float or a copy of the executed lock agreement; (4) a copy of the GFE prepared pursuant to Federal Regulation X; (5) a copy of the executed Authorization to Release Credit Information Form; (6) a copy of final credit report or the report relied upon for the loan decision, if other than the final credit report, received on the borrower, including documentation of borrower payment history; (7) copies of the TIL Disclosure Statement made pursuant to Federal Reg. Z; and (8) a copy of the final HUD-1.	No requirement imposed	5 years	Or. Rev. Stat. § 59.860(1); OR ADC 441-865-0060(1)
	Investor Files (if funded by investor)	No requirement imposed	If the loan is funded by an investor, the following documents must be maintained: a copy of the written disclosure document pertaining to investor transactions described in OAR §441-870-0050(1)); a written statement signed and dated by the investor acknowledging receipt of the written disclosure document and an opportunity to review the supporting documentation; the supporting documentation evidencing the summarized information contained in the disclosure document; a copy of the written evidence of obligation and the instrument creating the investor's lien or assignment of the lien; a copy of documents evidencing that the instrument creating the lien or assignment has been recorded; and copies of guarantees, surety agreements, "with-recourse" agreements or guarantees, and correspondence related to the sale of real estate paper to the investor.	No requirement imposed	5 years	OR ADC 441-865-0080(1)



State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
Pennsylvania	Mortgage Loan Industry Licensing and Consumer Protection Act	At the licensee's principal place of business within Pennsylvania, or at such place within or outside Pennsylvania if agreed to by the Department.	The original or a copy of any books, accounts, records and documents, or electronic or similar access thereto, of the business conducted under the license as prescribed by the department to enable the department to determine whether the business of the licensee is being conducted in accordance with the provisions of this chapter and the regulations, statements of policy or orders issued under this chapter. All instruments, documents, accounts, books and records relating to the mortgage loan business shall be kept separate and apart from the records of any other business conducted by the licensee. Records of first and secondary mortgage loans shall be easily distinguishable and easily separated. All records shall be preserved and kept available for investigation or examination by the department for a period determined by the department.	Records may be retained in original format or copies.	No requirement imposed	7 Pa. Stat. § 6135(a)(2)
Rhode Island	Rhode Island General Laws Licensed Activities Act	No requirement imposed	A financial statement, prepared at a minimum on a quarterly basis, which evidences compliance to applicable statutory net worth requirements; in each customer file folder: the address of the office where the application was received for any licensee which maintains more than one location; a copy of the following documents: the loan application; the loan note; the settlement sheet; all required Regulation Z and Real Estate Settlement Procedures Act Disclosures; title waiver forms; adverse action, where applicable; signed rate lock agreement, where applicable, with lender rate lock confirmation; copies of mortgage documents containing fee disclosures required by statute; and the date the application was considered complete for purposes of Federal Regulation B; a loan log which contains, at a minimum, the name of the applicant, the date the application was received, the date the application was approved, withdrawn or denied, and the date the loan closed; and a complete list of all loans brokered or funded from the date of the later of the last examination or the date of licensing.	No requirement imposed	3 years from the date a loan is paid in full or sold.	R.I. Gen. Laws § 19-14-20(a); R.I. Code R. § 98-14-5(d)
South Carolina	Consumer Protection Code	No requirement imposed	Records of a loan transaction	No requirement imposed	2 years after making the final entry relating to the loan.	S.C. Code Ann. § 37-3-505(1)
			Accounts, correspondence, memoranda, papers, books, and other records prescribed by the commissioner.	May be maintained electronically, if approved by the commissioner.	3 years	S.C. Code Ann. § 37-22-210
	Mortgage Loan Broker Act	Usual place of business	Mortgage loan broker files must include the name and address of the borrower; a copy of the signed mortgage loan broker agreement; if a loan was obtained for the borrower, the name and street address of the lender; if the loan is accepted by the borrower, a copy of the loan agreement; the amount of the mortgage loan broker's fee that the borrower has paid; and a listing of the amount, date returned, and name and address used for any refund of fees.	No requirement imposed	3 years	S.C. Code Ann. § 40-58-65(A)



State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
South Dakota	Mortgage Lender Business Statute	No requirement imposed	Record of all cash, checks, or other monetary instruments received in connection with each mortgage loan application showing the identity of the payor, date received, amount, and purpose; a record showing a sequential listing of checks written for each bank account relating to the licensee's business as a mortgage broker or mortgage lender, showing at least the payee, amount, date, and purpose of payment, including identification of the loan to which it relates, if any (The licensee must reconcile the bank accounts monthly); a file for each mortgage loan application that contains, as applicable: the applicant's name; the application date; the name of the person taking the application; the HUD-1 Settlement Statement; all agreements or contracts with the applicant, including any commitment and lock-in agreements; and all disclosures required by state and federal law signed by the borrower; all contracts, agreements, and escrow instructions to or with any depository; a record of any contact between the mortgage broker or loan originator and the borrower relating to the rate, terms, or conditions of the loan; and a list of all mortgage loan originators, along with documentation for each loan originator indicating each state in which the originator works and makes loans.	Records may be maintained in the form of electronically encoded data available for examination on the basis of computer printed reproduction, video display, or other medium that is readily convertible by the Department into legible, tangible documents.	3 years	S.D. Admin. R. 20:07:19:08
Tennessee	Residential Lending, Brokerage and Servicing Act	Principal place of business	Correct and complete records of all mortgage loan transactions arranged by such licensee or registrant.	The licensee or registrant may reproduce and/or preserve any records by microphotographic process, electronic and/or mechanical data storage technique or any other means.	At least 25 months for all rejected applications, and for a loan which is approved and made, for at least 24 months after a loan is paid in full.	Tenn. Code Ann. § 45-13-109
Texas	Mortgage Broker License Act	The location specified on the broker's or loan officer's application.	A copy of the signed and dated application; either a copy of the signed closing statement if the loan is closed in the name of the mortgage broker or an entity through which the mortgage broker provides mortgage lending services, or documentation of the denial or other disposition of the application; a copy of the required disclosures; a copy of each item of correspondence, evidence of any contractual arrangement or understanding and all notes and memoranda of conversations or meetings with any applicant; and a copy of the Notice of Penalties for Making a False or Misleading Written.	No requirement imposed	3 years or longer periods as may be required by applicable state and/or federal laws and regulations.	7 TX ADC § 80.13(1)
	Secondary Mortgage Loan Act	No requirement imposed	A record of each loan made under the Secondary Mortgage Loan Act (SMLA) as is necessary to enable the Commissioner to determine whether the lender or broker is complying with the SMLA.	Records may be retained either in a paper or manual recordkeeping system, electronic recordkeeping system, or optically imaged recordkeeping system.	Until the later of the 4th anniversary of the date of the loan or the 2nd anniversary of the date on which the final entry is made in the record.	Tex. Fin. Code § 342.558(a); 7 TX ADC § 83.828; 83.829



State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
Utah	Utah Residential Mortgage Practices and Licensing Act	Principal place of business	Application forms; disclosure forms; TIL forms; credit reports and the explanations therefore; conversation logs; verifications of employment, paycheck stubs, and tax returns; proof of legal residency, if applicable; appraisals, appraisal addenda, and records of communications between the appraiser and the registrant, licensee, and lender; underwriter denials; notices of adverse action; loan approval; and all other records required by underwriters involved with the transaction or provided to a lender.	Records may be maintained electronically if the storage system complies with Title 46 Chapter 04, Utah Uniform Electronic Transactions Act.	4 years from the date of the last to occur of the following: the final entry on the mortgage loan that is made by the licensee; if the loan is serviced by the licensee, the date that the loan is paid in full or the licensee ceases servicing the loan; or if the loan is not serviced by the licensee, the date that the loan is closed.	Utah Code Ann. §46-04, §61-2c-302(2), §70D-1-9; Utah Admin. Code R 162-204-1(1)
Vermont	Licensed Lenders Act	No requirement imposed	Books, accounts and records that will enable the Department to determine whether the licensee is complying with state law.	No requirement imposed	7 years after making a final entry on a loan.	Vt. Stat. Ann. tit. 8, §2223
	Mortgage Brokers	No requirement imposed	Mortgage brokers must keep the following: the original contract between the mortgage broker and prospective borrower; a copy of the settlement statement; an account of fees received with the loan; and correspondence, papers and records relating to the loan.	No requirement imposed	6 years after a contract with a prospective borrower is executed.	Vt. Stat. Ann. tit. 8, § 2217(c)
Virginia	Lenders	In its licensed offices.	Books, accounts and records as the Commissioner may reasonably require in order to determine whether the licensee is complying with the provisions of the MLBA. The note, settlement statement, TIL disclosure, and such other papers or records as may be required by rule or regulation.	No requirement imposed	3 years after final payment is made on any mortgage loan or the mortgage loan is sold, whichever occurs first.	Va. Code Ann. § 6.1-417(A)
	Brokers	In its licensed offices.	Books, accounts and records as the Commissioner may reasonably require in order to determine whether the licensee is complying with the provisions of the MLBA. A copy of the settlement statement, an account of fees received in connection with the loan, and such other papers or records as may be required by rule or regulation.	No requirement imposed	3 years after a mortgage loan is made.	Va. Code Ann. § 6.1-417(A)
Washington	Mortgage Broker Practices Act	In a location that is on file with and readily available to the Department during normal business hours.	A mortgage broker must make the following mortgage transaction documents available to the Department: all forms of loan applications, written or electronic; the initial rate sheet or other supporting rate information; the last rate sheet or other supporting rate information, if there was a change in rates, terms, or conditions prior to settlement; all written disclosures required by the Mortgage Broker Practices Act (MBPA) and federal laws and regulations; documents and records of compensation paid to employees and independent contractors; an accounting of all funds received in connection with loans, including a trust account statement with supporting data; rate lock agreements and the supporting rate sheets or other rate supporting document; settlement statements (the final HUD-1 or HUD-1A); broker loan document requests (may also be known as loan document requests or demand statements) that include any prepayment penalties, terms, fees, rates, yield spread premium, loan type and term records of any fees refunded to applicants for loans that did not close; all file correspondence and logs; and all mortgage broker contracts with lenders and all other correspondence with the lenders.	A licensee may keep the required books and records in electronic display equipment.	25 months following the effective period to which the books and records relate.	WA ST § 19.146.060(2); Wash. Admin. Code § 208-660-450



State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
West Virginia	Residential Mortgage Lenders who Provide the Initial Funding for a Loan	All records that licensees must maintain shall be secured against unauthorized access or damage in a licensed location.	The lender that provides the initial funding for a loan must maintain the following records in a specific loan file relating to the individual borrower or loan applicant: loan application signed and dated by the borrower; initial GFE provided, whether by broker or lender; subsequent GFE's provided by lender; Required Provider List; verification of borrower income and employment as required by the lender; required early TIL Act disclosure; any early TIL Act disclosure provided; final TIL Act disclosure; credit report, if obtained; all written and electronic correspondence, including, but not limited to, emails and fax transmissions, between the lender and broker and between the lender and borrower; HUD-1 or HUD-1A Settlement Statement signed by borrowers and lender or settlement agent, if applicable; Affiliated Business Arrangement Disclosure Statement, if applicable; Servicing Transfer Disclosure Statement; Notice of Servicing Transfer provided by transferee, if applicable; Right to Receive Appraisal Disclosure, if applicable; Right of Rescission Notice, if applicable; Tangible Net Benefit Worksheet, if applicable; Deed of Trust; Note or other instrument of indebtedness; any appraisal of the property, if applicable; HOEPA Disclosure required by 12 CFR 226.32, if applicable; ARM Disclosure, if applicable; a written justification for using a non-local appraiser, if applicable; any commitment or rate lock-in agreements, if applicable; copies of all rate sheets used on specific dates and times for the prior 3-year period; a record of all cash, checks, or other monetary instruments received in connection with each residential mortgage loan showing the identity of the payor, the date received, the amount, and purpose; a record of all monies disbursed relating to the licensee's business as a mortgage lender including, but not limited to, refunds to borrowers and all disbursements of funds on behalf of borrowers, showing at least the payee, amount, date, and purpose of payment, including identification of the loan to which the payment relates, if any; copies of all written complaints received from customers and written records of the disposition of those complaints; a general ledger and subsidiary records sufficient to produce an accurate statement of assets and liabilities and profit and loss statement on a monthly basis; a record of all charges or fees assessed to the borrower's account reflecting the amount of the charge or fee, the purpose, and the date imposed; a copy of the escrow account detail provided to the borrower annually, if applicable; copies of any written assessment of a borrower's ability to repay the loan according to its terms, if applicable; and itemization of all fees and charges imposed on each loan and received by the lender and by any third-parties. The Itemization must include the nature of the amount of each fee or charge and the identity of the recipient.	All records that licensees must maintain may be maintained in the form of magnetic tape, magnetic disk or other form of computer, electronic or microfilm media available for examination on the basis of computer printed reproduction, video display or other medium that is readily convertible by the licensee into legible, tangible documents as required by the Commissioner of Financial Institutions	36 months from the date the loan closes or 36 months from the date of the borrower's loan application, if loan does not close.	W. Va. Code St. R. § 106-5-2 (2.1); W. Va. Code St. R. § 106-5-3; W. Va. Code St. R. § 106-5-7



State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
	Residential Mortgage Lenders that Purchase or Take Assignment of a Residential Mortgage Loan	All records that licensees must maintain shall be secured against unauthorized access or damage in a licensed location.	The final TIL Act Disclosure; all written correspondence, including, but not limited to, emails and fax transmissions, between that lender and the previous lender that held or serviced the loan; HUD-1 or HUD-1A Settlement Statement signed by borrower(s) and initial lender or settlement agent, if applicable; Notice of Servicing Transfer provided by transferee, if applicable; the Note or other instrument of indebtedness; all written and electronic correspondence between that purchaser or assignee and the borrower, including, but not limited to, e-mails and fax transmissions; a telephone log reflecting the date and substance of telephone conversations with borrowers; a record of all cash, checks, or other monetary instruments received in connection with a residential mortgage loan showing the identity of the payor, the date received, the amount, and purpose and a description of how funds were applied; a record of all monies disbursed relating to the licensee's business as a mortgage lender including, but not limited to, refunds to borrowers and all disbursements of funds on behalf of borrowers, showing at least the payee, amount, date, and purpose of payment, including identification of the loan to which the payment relates, if any; copies of all written complaints received from customers and written records of the disposition of those complaints; a general ledger and subsidiary records sufficient to produce an accurate statement of assets and liabilities and profit and loss statement on a monthly basis; and a record of all charges or fees assessed to the borrower's account reflecting the amount of the charge or fee, the purpose, and the date imposed.	All records that licensees must maintain may be maintained in the form of magnetic tape, magnetic disk or other form of computer, electronic or microfilm media available for examination on the basis of computer printed reproduction, video display or other medium that is readily convertible by the licensee into legible, tangible documents as required by the Commissioner of Financial Institutions	36 months from the date the loan closes or 36 months from the date of the borrower's loan application, if loan does not close.	W. Va. Code St. R. § 106-5-2(2.2); W. Va. Code St. R. § 106-5-4; W. Va. Code St. R. § 106-5-7
West Virginia	Residential Mortgage Servicers	All records that licensees must maintain shall be secured against unauthorized access or damage in a licensed location.	The Final Truth in Lending Act Disclosure; all written correspondence, including fax transmissions, between that lender and the previous lender that held or serviced the loan; HUD-1 or HUD-1A Settlement Statement, signed by borrower(s) and initial lender or settlement agent, if applicable; a signed Servicing Transfer Disclosure statement; the Deed of Trust; Note or other instrument of indebtedness; Legal instrument(s) assigning the note and deed of trust to purchaser or assignee; Any appraisals of the property, if applicable; All written and electronic correspondence between the servicer and the borrower including e-mails and facsimile transmissions; A telephone log reflecting the date and substance of telephone conversations with borrowers; A record of all cash, checks, or other monetary instruments received in connection with a residential mortgage loan showing the identity of the payor, the date received, the amount, and purpose and description of how funds were applied; A record of all monies disbursed relating to the licensee's business as a mortgage lender or servicer including, but not limited to, refunds to borrowers and all disbursements of funds on behalf of borrowers or others, showing at least the payee, amount, date, and purpose of payment, including identification of the loan to which the payment relates, if any; Copies of all written complaints received from customers and written records of the disposition of those complaints; A general ledger and subsidiary records sufficient to produce an accurate statement of assets and liabilities and profit and loss statement on a monthly basis; and a record of all charges or fees assessed to the borrower's account reflecting the amount of the charge or fee, the purpose, and the date imposed.	All records that licensees must maintain may be maintained in the form of magnetic tape, magnetic disk or other form of computer, electronic or microfilm media available for examination on the basis of computer printed reproduction, video display or other medium that is readily convertible by the licensee into legible, tangible documents as required by the Commissioner of Financial Institutions	36 months from the date the loan closes or 36 months from the date of the borrower's loan application, if loan does not close.	W. Va. Code Ann. § 31-17-9(e); W. Va. Code St. R. § 106-5-5



State	License	Location of Records	Required Records	Retaining Originals	Retention Period	Governing Law
	Residential Mortgage Brokers	All records that licensees must maintain shall be secured against unauthorized access or damage in a licensed location.	Initial loan application, signed and dated by the loan officer; Contract or agreement between the broker and the borrower; Initial and subsequent Good Faith Estimate(s) provided by the broker; Required Provider List; Credit report, if obtained; Verification of borrower income and employment as required by the initial lender; Required early Truth in Lending Act disclosure; Early Truth in Lending Act disclosure provided but not required; All written and electronic correspondence, including, but not limited to, e-mails and fax transmissions, between the broker and the lender; HUD-1 or HUD-1A Settlement Statement signed by borrower(s) and initial lender or settlement agent, if applicable; Affiliated Business Arrangement Disclosure Statements provided to the borrower; Servicing Transfer Disclosure statement; Right to Receive Appraisal Disclosure, if applicable; Right of Rescission Notice, if applicable; Tangible Net Benefit Worksheet, if applicable; Appraisal(s) of the property obtained by the broker; A written justification for using a non-local appraiser, if applicable; Any commitment or rate lock-in agreements, if applicable; Copies of all notes or electronic correspondence, including, but not limited to, e-mails and fax transmissions with borrowers, third party settlement service providers including appraisers, title agents and credit reporting agencies; A record of all cash, checks, or other monetary instruments received in connection with a loan application showing the identity of the payor, the date received, the amount, and purpose; A record of all monies disbursed relating to the licensee's business as a mortgage broker including, but not limited to, refunds to borrowers and all disbursements of funds on behalf of borrowers, showing at least the payee, amount, date, and purpose of payment, including identification of the loan to which the payment relates, if any; Copies of all written complaints received from customers and written records of the disposition of those complaints; A general ledger and subsidiary records sufficient to produce an accurate statement of assets and liabilities and profit and loss statement on a monthly basis; A record of all charges or fees assessed to the borrower's account reflecting the amount of the charge or fee, the purpose, and the date imposed; Copies of all rate sheets used on specific dates and times for the prior three-year period; Copies of any written assessments of the borrower's ability to repay the loan according to its terms, if applicable; The Final Truth in Lending Act Disclosure; Note or other instrument of indebtedness; and Itemization of all fees and charges imposed on each loan and received by the broker and by any third-parties. The itemization must include the nature and amount of each fee or charge and the identity of the	All records that licensees must maintain may be maintained in the form of magnetic tape, magnetic disk or other form of computer, electronic or microfilm media available for examination on the basis of computer printed reproduction, video display or other medium that is readily convertible by the licensee into legible, tangible documents as required by the Commissioner of Financial Institutions	36 months from the date the loan closes or 36 months from the date of the borrower's loan application, if loan does not close.	W. Va. Code St. R. § 106-5-2(2.3); W. Va. Code St. R. § 106-5-6
Wisconsin	Mortgage Act	No requirement imposed	The mortgage loan application file: the completed loan application; the loan commitment (if used); the disclosure statement required by Consumer Credit Protection Act (15 USC 1601 to 1693r) and regulations adopted under that law; the loan closing statement; a copy of the mortgage note or bond; a copy of the letter rejecting the application (if applicable); the appraisal report; the credit report; and any other documents, records or forms shown to or signed by an applicant.	Copies accepted	At least twenty-five (25) months.	WI Stat. § 224.75
Wyoming	Wyoming Residential Mortgage Practices Act	No requirement imposed	Every licensee must maintain records in conformity with generally accepted accounting principles in a manner that will enable the Commissioner to determine whether the licensee is complying with the provisions of the Wyoming Residential Mortgage Practices Act (WRMPA).	Copies accepted	Twenty-five (25) months from the date of loan closing.	Wyo. Stat. Ann. § 40-23-112
	Wyoming Uniform Consumer Credit Code	No requirement imposed	Every licensee must maintain records in a manner that will enable the Commissioner to determine whether the licensee is complying with the provisions of the Wyoming Uniform Consumer Credit Code (WUCCC).	Copies accepted	2 years after making the final entry relating to the transaction.	Wyo. Stat. Ann. § 40-14-636(b)