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**From:** Wayne Pierce  
**Sent:** Monday, January 24, 2022 9:23 AM  
**To:** Sales  
**Cc:** Lock Desk  
**Subject:** Archiving Files

Good morning. We just wanted to send a reminder out to remind everyone that you should not be archiving files unless it is a pre-qual with no address. The Post Closing Team and Denial Team will archive all other files once they are done with the file. Having these files archived too early can cause our Secondary Department issues. Please let us know if you have any questions or concerns.

Thanks,

Wayne Pierce  
Operations Manager  
NMLS #1487019  
[www.fsbtpo.com](http://www.fsbtpo.com)  
815-676-0987 Direct Office  
815-676-0990 Office  
815-901-7148 Cell

