



# SBA Information Notice

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**TO:** All SBA Employees

**CONTROL NO.:** 5000-1102

**SUBJECT:** Centralization of 504 Loans

**EFFECTIVE:** 4/7/2009

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The Commercial Loan Service Centers in Little Rock, Arkansas and Fresno, California (CLSC-Little Rock and CLSC-Fresno) provide a central location to handle the portfolio of SBA 504 loans in regular and liquidation status, and such loans are to be housed in the centers (Office Code 0626 in the case of CLSC-Little Rock, and 0992 in the case of CLSC-Fresno). In accordance with loan centralization instructions previously issued by the Office of Field Operations, there should generally be no 504 loans in servicing or liquidation status in district offices except for loans with active litigation.

The Office of Financial Assistance has conducted an inventory of 504 loans in liquidation status, and there remain a number of such loans in district offices. All 504 loans not involving active litigation are to be shipped to the Little Rock or Fresno centers by April 30, 2009, following the procedures in this notice.

Case and collateral files should be sent to these addresses at the appropriate center:

Fresno Records Management  
Attn: 504 Liquidation  
SBA Commercial Loan Service Center  
2719 North Air Fresno Drive, Suite 107  
Fresno, California 93727

Little Rock Records Management  
Attn: 504 Liquidation  
SBA Commercial Loan Service Center  
2120 Riverfront Drive, Suite 100  
Little Rock, Arkansas 72202

All shipments should include a transmittal memo identifying the loans being shipped in each box. In the event the sending office does not have the case and/or collateral file, an email should be sent to [lrsr.transfer@sba.gov](mailto:lrsr.transfer@sba.gov) in Little Rock or [FSCAD@sba.gov](mailto:FSCAD@sba.gov) in Fresno prior to the office code being changed to indicate that the sending district office does not have possession of the files. Loans that have been paid-in-full or charged off should not be sent to the centers. Those files should be sent to the appropriate Federal Records Center following normal retention periods.

District Counsels are normally responsible for the conduct of field litigation involving SBA loans. Where active litigation is involved with a 504 loan in liquidation, additional consideration is to be given regarding the location of the official loan file. Since 504 loans in liquidation status should be located in one of the two centers, if the local District Counsel requires a loan file for litigation currently underway, the district office should make a copy of the needed file contents and then the official loan file should be returned to the appropriate center. If the District Counsel requires the originals of any documents for the litigation, these documents may be retained by the District Counsel but copies of the documents should be made and included with the loan file that is returned to the center. For litigation initiated in the future, the center will provide copies or

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**EXPIRES:** 4/1/2010

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SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete  
Must be accompanied by SBA Form 58

originals of any documents needed by a District Counsel to conduct the litigation, but the center will retain the official loan file.

The Office of Field Operations will send to each district office a list of loans that are presently shown as being assigned to that office.

If you have any questions about these procedures, please contact CLSC-Little Rock Director Nique Carrington at (501) 324-5871, Ext. 281 or CLSC-Fresno Director Joel Stiner at (559) 487-5136, Ext. 215. For legal questions, contact Dave Fishman at 202-205-6861.

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