



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

***Sent Via Email. No Hard Copy to Follow.***

March 27, 2018

Ms. Tracee Taylor  
Records Officer  
Internal Revenue Service  
Privacy, governmental Liaison and Disclosure  
Records and Information Management  
[tracee.m.taylor@irs.gov](mailto:tracee.m.taylor@irs.gov)

Dear Ms. Taylor:

The National Archives and Records Administration (NARA) received your letter dated March 9, 2018, along with the Lenexa Federal Records Center (FRC) report dated January 22, 2018, documenting the erroneous disposal of a single IRS tax document as part of the annual Collection Statute Expiration Date (CSED) "Pull to Save" project for Ogden List Year 10. The document DLN 29-141-235-117-51-0 could not be located upon request.

In response to this loss the Lenexa FRC thoroughly reviewed the work of the specific staff member assigned to the CSED batch that included the lost document. It was determined that the employee simply misread the DLN when processing the CSED request. Additionally, the FRC reviewed their procedures, particularly the Quality Control process and plans to conduct further discussions with the FRC Quality Control staff and the IRS supervisor to review procedures and underscore the importance of accuracy regarding the CSED requests. Subsequent to NARA's notification, IRS identified the impacted taxpayer and obtained the related electronic information. To facilitate future reference, this information will be printed and inserted into the paper FRC file for DLN 29-141-235-117-51-0.

The IRS has complied with the requirements in 36 CFR 1220.14. We consider this case closed.

If you have questions about this case, please contact Dawn Sherman-Fells, Archivist & Senior Records Analyst with NARA's Records Management Oversight and Reporting Program, at 301-741-5336 or by email at [dawn.sherman@nara.gov](mailto:dawn.sherman@nara.gov).

Thank you for your attention to this matter.

Sincerely,

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government