



Office of the Chief
Records Officer for the
U.S. Government

Sent Via Email. No Hard Copy to Follow.

June 5, 2023

Tracee Taylor
Department of the Treasury
Internal Revenue Service
Records & Information Management
1111 Constitution Avenue, NW
Washington, DC 20224

Dear Tracee Taylor,

We have received your report dated May 17, 2023, regarding a box of Internal Revenue Service (IRS) Certified and Registered Mail Records, Statutory Notices, and Computerized Certified Mailing Lists that were shipped via United Parcel Service (UPS) from the Dayton Federal Records Center (FRC) to the IRS Fresno, CA Submissions Processing building in January 2016.

According to your report, in January 2016 an accounting clerk requested box two from accession PT-038-2015-2261. Since the requesting accounting clerk left prior to the box arriving, they assumed that the box had been received in the Fresno office and had no knowledge that the box had not been returned to the FRC. In March 2023, an IRS Office of Chief Counsel employee requested the box from the Dayton FRC and learned that the box was not at the FRC. The IRS Records Office contacted the accounting clerk who checked-out the box in 2016 who made multiple contacts with former colleagues and pursued reacher and tracking options to locate the box. However, we understand that there is no documentation that Fresno ever received the box and no information received from staff that were assigned to the Fresno office (closed in October 2021).

Based on the information we received in your report, NARA considers this matter resolved. I appreciate your attention to this matter. Please let us know if the box is found so we can update our records. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'V'.

LAURENCE BREWER

Chief Records Officer

for the U.S. Government