



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

Sent Via Email. No Hard Copy to Follow.

August 9, 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 regarding the unauthorized disposition of two Forms 1040 (U.S. Individual Income Tax Form) and two Forms W-7 (Application for IRS Individual Tax Identification Number, ITIN) that went missing via shipment from the Tax Assistance Center (TAC) in Terre Haute, IN to the Submission Processing Center (SPC) in Austin, TX.

In April 2023, an IRS TAC employee sent the records via United Parcel Service (UPS) to the IRS SPC. The employee properly wrapped the documents and sent them with a Form 3210 (Document Transmittal) in accordance with packaging requirements. However, after ten days passed without acknowledgement of receipt, the IRS TAC employee sent a delivery confirmation request to the SPC and contacted UPS. SPC could not locate delivery information and initiated a UPS claim. These records could not be recreated and attempts to positively identify the taxpayers to inform them of the loss and have them recreate the documents have been exhausted. IRS has notified the Incident Management office for further investigation.

Based on the information the IRS provided, NARA considers this matter resolved. If the records are located, please let us know so we can update our records. I appreciate your attention to this matter. 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