



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

Sent Via Email. No Hard Copy to Follow.

November 22, 2023

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

Dear Tracee Taylor,

The National Archives and Records Administration (NARA) has received your report that four boxes of closed general litigation files went missing via a shipment of 27 boxes between the IRS Office of Chief Counsel in the Laguna Niguel Field Office and the San Bruno, CA Federal Records Center.

In accordance with 36 CFR 1230.14, please provide us with an additional report including a statement of any safeguards the IRS established to mitigate loss and any additional details you can provide of the actions taken in any attempts to retrieve or reconstruct the 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,

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



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Records Officer for the
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January 9, 2024

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

Dear Tracee Taylor,

The National Archives and Records Administration (NARA) has received your report regarding the loss of records in four boxes of closed general litigation files that went missing via a shipment of 27 boxes between the IRS Office of Chief Counsel in the Laguna Niguel Field Office and the San Bruno, CA Federal Records Center.

We appreciate the IRS' efforts regarding the protection of personally identifiable information (PII). We understand that the IRS uses shipment vendors, such as UPS, that have tracking and procedures in order to mitigate the loss of paper records during shipment and that so far ongoing efforts to track and recover the boxes have been unsuccessful. Additionally, these records cannot be recreated and recreating the physical legal files, "would not support Counsel's electronic records environment."

Based on your response, we consider this matter to be resolved. If the records are located, please let us know so we can update the case file. If you have any questions or wish to discuss further, please contact me at laurence.brewer@nara.gov.

Sincerely,

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