



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
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***Sent Via Email. No Hard Copy to Follow.***

January 14, 2020

Ms. Tracee Taylor  
Servicewide Records Officer  
Internal Revenue Service  
PGLD, Records and Information Management (RIM)  
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Ms. Taylor:

The National Archives and Records Administration (NARA) received your letter dated January 6, 2020 reporting the loss of one box (box 2) out of 10 boxes of closed Offers in Compromise (OIC) case files from an IRS Small Business/Self-Employed (Collections) Office in Oklahoma City, Oklahoma. This box of records was lost during transport to the Ft. Worth FRC by UPS. The records were part of transfer number PT-058-2019-2396, scheduled as temporary under IRS Records Control Schedule (RCS) 28, item *50A Offers in Compromise Case File [Accepted Offers]*, and eligible for disposition in October 2029.

While the loss occurred in the Spring of 2019, the OIC was not notified about the discrepancy in the number of boxes received by the FRC until the Fall of 2019. Upon inquiry by the OIC, UPS was unable to locate the lost box. To mitigate future loss, the IRS Records Officer discussed with the FRC account representative the need for more timely FRC review of IRS shipments to ensure discrepancies are identified earlier, even if the boxes cannot be immediately shelved.

NARA accepts this report and risk mitigation strategy and considers this matter closed.

Sincerely,

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