



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

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

January 31, 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 a Trust Fund Recovery Penalty (TFRP) case file that went missing via shipment between the Atlanta Federal Records Center (FRC) and an Internal Revenue Service (IRS) office in Fresno, California.

We understand that the Atlanta FRC shipped a package via United Parcel Service (UPS) and when it was received the IRS employee noticed the package had been ripped and all interior contents were missing. The IRS contacted the FRC Account Manager and subsequently learned that the Atlanta FRC mailed the documents in the wrong envelope type. The FRC is working with staff on proper shipping procedures.

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](mailto:laurence.brewer@nara.gov).

Sincerely,

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