



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

April 20, 2020

Ms. Tracee Taylor  
Servicewide Records Officer  
Internal Revenue Service  
PGLD, Records and Information Management (RIM)  
1111 Constitution Avenue, NW  
Washington, DC 20224  
[tracee.m.taylor@irs.gov](mailto:tracee.m.taylor@irs.gov)

Dear Ms. Taylor:

The National Archives and Records Administration (NARA) received your letter dated April 17, 2020 reporting the loss of one box (box 2) out of 5 boxes of closed general litigation case files (closed in 2018) from the IRS Office of Chief Counsel 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-058-2019-3565, scheduled as temporary under records schedule DAA-0058-2012-0005 for coverage under "Routine Cases", with a disposition of 10 years after case closure.

While the loss occurred in August of 2019, the Office of Chief Counsel was not notified about the discrepancy in the number of boxes received by the FRC until December 2019. Upon inquiry, UPS was unable to locate the lost box because tracking data is only available for 120 days from the date of shipment and the report occurred 136 days after that date.

The Office of Chief Counsel provided notification to the Office of Treasury Inspector General for Tax Administration, and IRS's Situational Awareness Management Center and the Computer Security Incident Reporting Center for further investigation. To mitigate future loss, the IRS Chief Counsel Office is considering a potentially safer and more financially prudent option to approve travel and per diem for Counsel personnel to drive future shipments to the FRC.

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

Sincerely,

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