



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

Sincerely,

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