



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 concerning a Trust Fund Recovery Penalty (TFRP) case file that went missing after it was requested by the Taxpayer Advocate Service (TAS) in Kansas City, MO.

We understand that in January 2023, an IRS TAS employee requested a TFRP case file from the Chicago, Illinois Federal Records Center (FRC). The FRC mailed the case file via UPS to the IRS Small Business Self-Employed Civil Enforcement and Support Operations (CPM) Advisory Group 2 in Fresno, CA, which then forwarded the case file via UPS on February 12, 2023. The file arrived in the Kansas City mailroom on February 14, 2023, however, the initial TAS requestor never received it. The Form 3210 Document Transmittal that would have been on the case file (which included the correct name and address of the intended receiver) was returned to the Fresno office in June 2023, without a signature and had apparently been mis-routed. All attempts to find the package in the building have been exhausted and the case file's whereabouts are unknown.

In accordance with 36 CFR 1230.14, please provide us with an additional report including any additional details you can provide on the actions taken 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,

A handwritten signature in blue ink that reads "Laurence v. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'v.' before the last name.

LAURENCE BREWER

Chief Records Officer

for the U.S. Government



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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 a Trust Fund Recovery Penalty (TFRP) case file after it was requested by the Internal Revenue Service (IRS) Taxpayer Advocate Service (TAS) in Kansas City, MO.

Thank you for informing NARA that the IRS was able to recover many of the case file forms from the Automated Trust Fund Recovery (ATFR) system. We understand that the Records Office notified the regional facilities mail manager in Kansas City, MO regarding mail deficiencies and recommended additional employee guidance and training to mitigate the risk of future records losses.

Based on your response, we consider this matter to be resolved. If more forms are recovered, 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