



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

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

June 30, 2021

Ms. Tracee Taylor  
Agency Records Officer  
Department of the Treasury  
Internal Revenue Service  
Records & Information Management  
1111 Constitution Avenue, NW  
Washington, DC 20224

Dear Ms. Taylor,

The National Archives and Records Administration (NARA) received the Internal Revenue Service's (IRS) report outlining the unauthorized disposition of records at the IRS/Kansas City Service Center Warehouse. You explained that on February 10, 2021, IRS employees discovered that an estimated 64,000 IRS Forms 941, Employers Quarterly Returns, had been erroneously disposed of in classified waste bins while waiting to be scanned into the Service Center Recognition/Image Processing System (SCRIPS).

NARA understands that there is no inventory or index to identify the 64,000 affected records. The disposition authority for these particular records is NC1-58-78-4, Item 65, and the records were eligible for disposition in 2027. NARA also understands that the IRS has implemented protocols to prevent future losses, such as requiring disposal markings on the classified bins and Forms 941, and ensuring managers check classified bins prior to their removal to ensure they only contain materials eligible for disposal.

Based on this information, we have determined that the IRS has met the requirements outlined in 36 CFR Part 1230.14(a). Thank you for your attention to this matter. If you have any questions, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov) or by phone at (301) 837-1539.

Sincerely,

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

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