

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Verification Division, MS 2600  
131 M Street, N.E., Suite 200  
Washington, DC 20529-2600



U.S. Citizenship  
and Immigration  
Services

# Fact Sheet

October, 14<sup>th</sup> 2017

## E-Verify Records Retention and Disposal

USCIS annually disposes of E-Verify records that are 10 years old or older per the National Archives and Records Administration (NARA) records retention and disposal schedule (N 1-566-08-7). This reduces security and privacy risks associated with U.S. government retention of personally identifiable information.

In order to retain E-Verify case information, employers' program and corporate administrators may download and save the Historic Records Report which includes information such as:

- Company name and location
- Initiated date and verification case number
- Employee name and date of initial resolution
- Date of additional resolution and final status
- Case closure information

E-Verify requires employers to record, or print and file the E-Verify case verification number for each corresponding Form I-9, Employment Eligibility Verification. Employers may also retain the Historic Records Report with the corresponding Forms I-9.

For more information on the Historic Records Report, see our [instructions to download the report](#).