



# Fact Sheet

Jan. 20, 2021

## **E-Verify Records Retention and Disposal**

USCIS annually disposes of E-Verify employer 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 the U.S. government retaining personally identifiable information.

To retain E-Verify case information, an employer (or their program or corporate administrators) may download and save the Historic Records Report, which includes:

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

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.