Purging of E-Verify Records Older Than Ten Years Every Year In January Necessitates The Use Of The Historic Records Report in E-Verify

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In accordance with the National Archives and Records Administration (NARA) records retention and disposal schedule, U.S. Citizenship and Immigration Services (USCIS) disposes of E-Verify records that are over 10 years old every January 1. E-Verify is a U.S. government online system which verifies Social Security Numbers and work authorization of new hires. E-Verify is currently voluntary in Illinois, but is required by law in certain states and for certain Federal Contractors. USCIS is required to annually dispose of E-Verify records 10 years old and older to minimize security and privacy risks associated with U.S. Government retention of Personal Identifiable Information (PII). E-Verify employers who have been using E-Verify for over ten years may retain E-Verify case information by downloading and saving the new "Historic Records Report." This Report is only available from October 1 through December 31 of every year. E-Verify recommends that employers annotate Forms I-9 with the E-Verify case verification number and retain the Historic Records Report with the corresponding Forms I-9. Program Administrators or Corporate Administrators may download the Historic Records Report from E-Verify by following the instructions on theE-Verify public website.

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Practice Areas

Business Immigration

Form I-9 and E-Verify Compliance / U.S. Immigration and Customs Enforcement Investigations