



Fact Sheet

March 23, 2023

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, your company's program administrator or corporate administrator 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
- Case closure date and case closure description

E-Verify requires Employers to record or print and file the E-Verify case 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 about downloading your records see the [E-Verify Records Retention Instructions](#).