

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
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U.S. Citizenship  
and Immigration  
Services

# Fact Sheet

Dec. 4, 2016

## E-Verify Records Retention and Disposal

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

In order to retain case information, E-Verify employers may download and save the new Historic Records Report. **This report is only available through March 31, 2017.** Program or Corporate Administrators may download the Historic Records Report from E-Verify. The report contains information about each E-Verify case that will be purged.

E-Verify recommends that employers write the E-Verify case verification number on the corresponding Form I-9, Employment Eligibility Verification. Employers may want to retain the Historic Records Report with the corresponding Form I-9.

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