

0743 Employment Eligibility Verification Records

Description: Documents maintained for employees, including work study students.

Examples: Records may include I-9 forms.

Retention Period: **Retain from date of hire plus 3 years, or until termination plus 1 year (whichever is longer), and then securely destroy.**

Authority: 8 C.F.R. § 274a.2; 8 U.S.C. § 1324a