

## **HR Weekly Podcast 12-17-14**

Today is December 17, 2014, and welcome to the HR weekly podcast from the State Human Resources Division. Today's topic concerns the retention and deletion of E-Verify records.

The United States Citizenship and Immigration Services, or USCIS, has announced that on January 1, 2015, it will delete E-Verify case records more than 10 years old. This announcement means that records created on or prior to December 31, 2005, will be deleted. The USCIS may, however, retain certain records should there be an ongoing government investigation or a prosecution or litigation.

In accordance with the National Archives and Records Administration, or NARA, records retention and disposal schedule, USCIS is required to delete E-Verify records 10 years old and older. The NARA requirement minimizes security and privacy risks that are associated with the United States government's retention of personal identifiable information.

Should an employer want to retain case information, the E-Verify Historic Records Report may be downloaded and retained with the corresponding I-9. The report can be accessed only during a specific time period from E-Verify's website. Employers may, however, want to consider seeking advice from counsel regarding the downloading and retaining of these reports. Additional information regarding downloading the report can be obtained on the E-Verify website.

Since state agencies were not required until January 1, 2009, to register and participate in the verification of employment through E-Verify, the Historic Records Report will not contain any case information. State agencies should, however, be aware that case records will be deleted beginning January 1, 2015, continuing in subsequent years. Thank you.