



Form I-9 Document Retention: Best Practices

Keeping your I-9 records accurate and up to date is important to avoid fines and be ready for audits. Here's a simple guide to help you manage I-9 documents the right way.



I-9 Document Retention Requirements

- ✓ Keep I-9 forms for three years from the hire date or one year after termination, whichever is later.
- ✓ Track retention deadlines to avoid keeping forms longer than required.
- ✓ Ensure secure storage of I-9 forms to protect sensitive employee data.
- ✓ Non-compliance can lead to fines from DHS and other enforcement agencies.



Best Practices for I-9 Retention

- ✓ **Centralize Records:** Store forms in a secure location, separate from other employee files.
- ✓ **Use Digital Tools:** Track deadlines, automate reminders, and ensure quick retrieval.
- ✓ **Purge Expired Forms:** Follow the "Three-Year, One-Year Rule" to discard old forms.
- ✓ **Conduct Regular Internal Audits:** Check for accuracy, completeness, and missing forms



Common Mistakes to Avoid

- ✓ Mixing I-9 forms with other employee documents.
- ✓ Failing to track retention timelines leads to outdated forms.
- ✓ Using outdated I-9 forms instead of the current version.
- ✓ Ignoring internal audits can result in compliance gaps.



Benefits of Compliance

- ✓ **Avoid Penalties** - Stay compliant with DHS regulations and avoid costly fines.
- ✓ **Enhance Legal Protection** - Reduce risk by ensuring compliance with retention rules.
- ✓ **Simplify Audits** - Make audits easier with well-organized and accurate records.
- ✓ **Increase efficiency** - Save time with automated tools like Imagility's I-9 Compliance Platform.

Stay compliant with tools like Imagility's I-9 Compliance Platform for secure and automated document management.

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