I-9 Retention Worksheet

For the most up to date version of this worksheet, please visit: TheImmigrationbLAWg.com

STEP 1: On the employee’s first day, complete employee name and date of hire. Staple this form directly to the I-9.

STEP 2: On the employee’s last day, complete date of separation, complete the calculations, and enter the retention date in the box provided.

STEP 3: On the retention date, destroy this form and the I-9 form.

For all current employees, complete this form in its entirety on the employee’s last day.

Employee Name

Date of Hire: __________________________ + 3 years = ________________________ (Date A)

Date of Separation: __________________________ + 1 year = ________________________ (Date B)

Take the later date (Date A or Date B) and enter in the box below:


I-9 RETENTION DATE
Retain this employee’s I-9 until this date.

I-9 Retention Rule: All current employees, hired after November 6, 1986, must have I-9 Forms on file with the employer. An employer must retain the I-9 Form for each employee either three years after the date of hire or one year after the employee’s last date of employment, whichever is later.