

## I-9 Retention Worksheet

I-9s must be kept for all current employees (hired after November 6, 1986) regardless of an employee's tenure at the company. Once an employee is terminated, the employer must determine how much longer to keep the employee's Form I-9.

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

*Note:* While an employee is actively employed, continue to keep I-9 on file

**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.

<hr style="width: 50%; margin: 0 auto;"/> Employee Name (Last, First)
Date of Hire: _____ + 3 years = _____ (Date A)
Date of Separation: _____ + 1 years = _____ (Date B)
Take the later date (Date A or Date B) and enter in the box below:
<div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div>
<b>I-9 RETENTION DATE</b>
<b>On this date, destroy both this form and the I-9 form.</b>