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Series
 Authorization No: 10551384 Agency: AGO Division: HUMR Section: NA Revision: 1

Agency Series No.: 567-OAG-49 Record Series Title: Employee Verification Form (I-9)
 Record Series Description: Per the Immigration Reform and Control Act (1986), the Employee Verification Form (I-9) establishes an employee's eligibility to work within the United States. The form contains the employee's name, social security number, date of birth, and employer review and verification of documented identification of employee.

Agency Web Link:

Confidential Description	Vital Description
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Media	Retention Period	Retention Justification	Method of Disposal
Paper	Completed I-9 should be retained by the Employer for the duration of an individual's employment. Upon termination of employment, the form must be retained for 3 years from the date of hire or 1 year from the date of termination, whichever date is later	Immigration Reform and Control Act, Title 8 USC Section 1324A	Shred

Approvals:

Created		Date: 7/9/2012
Approved	Pari Swift, Records Officer	Date: 7/9/2012
Approved	Bunnie Jones, Record Administrator	Date: 8/3/2012
Approved	Martin Meeks, State Auditor	Date: 8/6/2012
Approved	Fred Previts, State Archivist	Date: 8/7/2012

Notes:

Note Date	Note Description	User
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