

# Employers Allowed to Electronically Store I-9 Forms Starting Aug. 23

On July 22, the U.S. Department of Homeland Security released [procedures](#) for employers that want to electronically store federal I-9 forms for employment eligibility verification. Starting Aug. 23, 2010, employers may use paper or electronic I-9 storage systems, or a combination of the two. If an employer chooses to store I-9 forms electronically, it must institute a system that: stores scanned copies or ties records of hard-copy backup documents to the electronic forms; includes secure electronic signatures so that employees can attest to the validity of the forms; and allows employers to print copies of the forms for employees who request them, or for enforcement officers. The DHS procedures do not specify any particular electronic storage technology, but I-9 data must be searchable and indexed in order to permit “the identification and retrieval for viewing or reproducing of relevant documents and records” in the event of an agency audit. Employers must maintain an audit trail that logs the creation and completion of each I-9, as well as updates, modifications, alterations or corrections. DHS also clarified that employers have three business days, not calendar days, from the date of hire to complete an I-9 form. *For more information, contact ASA at (703) 684-3450, Ext. 1333, or [GovernmentRelations@asa-hq.com](mailto:GovernmentRelations@asa-hq.com).*