

## **Creating a Public Inspection File: Start Now**

The hiring department needs to create and maintain a Public Inspection File for each H-1B employee. This is required by the US Department of Labor. The materials required for the Public Inspection File may be included with the employee's other personnel records or kept as a separate file, but *must* be available for public inspection.

***NOTE: The file should be kept a minimum of one year beyond the last date on which the H-1 employee was employed under the Labor Condition Application.***

**Please begin your file with the first two checklist items. Subsequent items will be generated by OISS over the course of the H-1 processing period and provided to the Department.**

### **Checklist for Public Inspection File:**

- Copy of H-1B Position Data Sheet
- Copy of UCSB Department letter to USCIS about salary and duties
- Copy of DOL authorized Wage Determination  
(this will be provided by OISS after DOL authorization - approximately 90-100 days after receiving H-1B materials for processing)
- H-1B Posting Copies  
(provided by OISS for posting by Department based on DOL authorized wage determination)
- Labor Condition Application Document (ETA 9035)  
(provided by OISS after approval by Department of Labor)