

Personnel Files

In accordance with RIGL § 28-6.4, employees have the option to review their personnel file up to three times during a given calendar year. These files contain confidential documents relative to an employee's employment and are located within the respective human resources office.

Human Resources recognizes the confidentiality of this information and only releases public information. Non-public (confidential) information is **not** released except upon receipt of a signed release from the employee or pursuant to subpoena, administrative order or other legal process.

