CAPITAL CFO+

New Personnel File Requirements

TAKE EFFECT NOVEMBER 8, 2026

Effective November 8, 2026, a new New York law will expand employee access to personnel records and establish additional requirements for how employers maintain, manage, and respond to information in personnel files.

What Employers Need to Know:

- Provide access to personnel records: Current and former employees will be able to request access to their personnel records up to twice per calendar year, with records generally required to be provided within 5 business days of a written request.
- Maintain personnel records: Employers will be required to retain complete personnel records from the employee's hire date through three (3) years after separation.
- Provide notice regarding negative information: Employees must generally be notified within ten (10) days when certain "negative information" is added to their personnel file.
- Employers MUST Include employee responses: When an employee disputes information in their personnel file and the matter cannot be resolved, the employee's rebuttal statement must be included with the disputed information.

Need help with your personnel files? We are here to help!

Our experienced HR professionals simplify the enrollment process by combining strategic benefits guidance with hands-on administrative support. We help employers make informed decisions while ensuring employees feel confident in selecting the benefits that best meet their needs.

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