

State of Nevada Administrative Services Division

Version Date: 2/28/2014

1995014 Account Balance Report

Reviewed: 05/19/1995

Description: Semi-monthly computer generated report of activity by selling agency (county, agency or individual). Gives an account by item - registration fee, privilege tax, miscellaneous fee, appraisal fee, inspection fee, and similar, - including the Vendor Report which is a one page appendix to the report listing private agencies which sell one-trip commercial licenses.

Retention: Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

1995015 Bad Check Report

Reviewed: 05/19/1995

Description: Monthly computer-produced listing of all outstanding bad checks, showing dates and amounts. This is a monthly update of the previous month's report, and is used in resolving bad checks received.

Retention: Retain for a period of one (1) calendar month from the calendar month to which the report pertains.

Disposition: Destroy Securely

1985026 Motor Carrier Cash Bond Files

Reviewed: 05/19/1995

Description: This record series is used to insure the payment of Motor Carrier Quarterly taxes. It also includes the name and address of the company/individual applying dates, bond# company #, and financial information.

Retention: Retain for a period of seven (7) calendar years after the bond has closed.

Disposition: Destroy

1995016 Privilege Tax Report

Reviewed: 05/19/1995

Description: A spreadsheet, giving information on the Registration Privilege Tax by county, listing the amount collected and the destination of funds (where taxes will be used).

Retention: Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

1995017 Privilege Tax to Counties Report

Reviewed: 05/19/1995

Description: A monthly calculation, by county, of revenue (registration/privilege tax) to be paid to each county. Shows county name, revenue type, and total amount to be transferred.

Retention: Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

1995018 Remittances Report

Reviewed: 05/19/1995

Description: Worksheet report used to document the distribution of funds in the DMV budget collected by the Department, to other state agencies.

Retention: Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

1995019 Revenue Cash Report

Reviewed: 05/19/1995

Description: Semi-monthly report accounting for all monies processed by the divisions of DMV, the purpose for the action, and the amounts involved.

State of Nevada Administrative Services Division

Version Date: 2/28/2014

Retention: Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

1995020 Terminal (Daily Activity) Report

Reviewed: 05/19/1995

Description: Report of the daily activity of the branch offices. Compiles, on a daily basis, all registration type fees received by the branches.

Retention: Retain only until the creation of the report for the following month.

Disposition: Destroy

1995021 Transmittals: Automation

Reviewed: 05/19/1995

Description: Automation Deposit Transmittals, used to document daily monies received. Includes control number, division code, service code, amount, carrier number, date and authorized signatures.

Retention: Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy

1995022 Transmittals: Branches

Reviewed: 05/19/1995

Description: Hand written daily recap sheets prepared by branch offices to document all activity. Includes a list of all monies received, cash shortages and overages, and all bank deposits.

Retention: Retain for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy