

# State of Nevada Approved Records Retention and Disposition Schedule

B&I: Taxicab Authority

Schedule ID # 12101

Version Date: 05/14/2014

This version supersedes all previous versions.

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## 1991576 Airport Billings for Personnel Costs

Last Reviewed: 05/12/1992

Description: This record series consists of billings to the Airport Authority for personnel assigned by the Taxicab Authority to maintain the airport taxicab control system.

Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.

Disposition: Destroy Securely

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## 1991614 Audit Reports

Last Reviewed: 05/12/1992

Description: This record series consists of the audit reports for cab companies audited by the Taxicab Authority. The audit includes, but is not limited to: Findings and recommendations; Responses and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

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## 1991590 Back-ground Investigations of Owners

Last Reviewed: 05/12/1992

Description: This record series consists of the investigative reports on owners and applicants for ownership of taxicab companies.

Retention: Retain these records for a period of three (3) calendar years from deposition of application or hearing.

Disposition: Destroy Securely

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## 1991611 Consultant Reports

Last Reviewed: 05/12/1992

Description: This record series consists of special reports on such topics as shift length compared to accident frequency, and other topics.

Retention: Retain these reports for a period of three (3) calendar years following the year to which they pertain.

Disposition: Permanent: Transfer to State Archives

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## 1991608 Daily Activity Report and Vehicle Condition Report

Last Reviewed: 05/12/1992

Description: This record series consists of the Daily Activity Sheet prepared by each Taxicab Authority officer. The sheet contains officer name, shift information, inspection hours, investigative hours, office hours, code 7 and breaks, hearings, vehicle maintenance hours, and special school hours. The daily Vehicle Condition Report lists officer name, date, vehicle number, mileage off, on and total, and the condition of the vehicle, interior and trunk.

Retention: Retain these records for a period of one (1) calendar year from the date of the report.

Disposition: Destroy Securely

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## 1991605 Driver's Awareness Program

Last Reviewed: 05/12/1992

Description: This record series consists of the training material used by the Taxicab Authority in the Drivers Awareness Program.

Retention: Retain superseded material for a period of three (3) calendar years.

Disposition: Destroy Securely

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## 1991606 Inspections of Taxicabs

Last Reviewed: 05/14/2014

Description: This record series consists of the quarterly inspections of all cabs for safety and meter tolerance. Inspections may also be made at other times upon need or request. Inspection forms are completed for each cab in service.

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The inspection includes, but is not limited to: taxicab interior and exterior; meter number, odometer reading, illumination, connections, obstructions, flag, top lights, rear deck; road check, total fare, accuracy, date meter sealed; date transmission sealed; 24-hour Warning Notices issued, Out-of-Service Notices issued; vehicle accident, driver, TA permit number, and remarks.

Retention: Retain these records for a period of three (3) calendar years from the date the taxi is taken out of service.  
Disposition: Destroy Securely

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## 1991609 Investigation Files

Last Reviewed: 05/12/1992

Description: This record series consists of the report made by investigators in response to complaints or while on patrol, regarding major issues of public service and safety.

Retention: Retain these records for a period of three (3) calendar years from the date of report.

Disposition: Destroy Securely

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## 1991599 Investigative Fund

Last Reviewed: 05/12/1992

Description: This record series consists of the accounting records and internal correspondence which control the investigative fund.

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

Disposition: Destroy Securely

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## 1991587 Legal case files of Taxicab Authority

Last Reviewed: 05/12/1992

Description: This record series consists of files for each case for which the Attorney General is the principal prosecuting attorney, and each civil case to which the state or any officer of the state in his official capacity is a party (See NRS 22.160(1)(a) & (b)). These files may contain, but are not limited to: Copies of legal documentation; Supportive records; Attorney's notes and; Related correspondence

Retention: Retain this record series for a period of ten (10) calendar years after the case is resolved,

Disposition: Review for Historical Value

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## 1991580 NHP Vendor Claims for FBI Fingerprints

Last Reviewed: 05/12/1992

Description: This record series consists of the NHP vendor claims for processing FBI fingerprint cards.

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

Disposition: Destroy Securely

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## 1991316 Radio Log

Last Reviewed: 05/12/1992

Description: This record series consists of the radio log maintained by the Taxicab Authority. It includes data on, but not limited to: date, time, radio, phone, station, acknowledged by, and operator.

Retention: Retain this record series for a period of one (1) calendar year from the year to which it pertains.

Disposition: Destroy Securely

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## 1991570 Scope Log

Last Reviewed: 05/12/1992

Description: This record series consists of a log documenting access by the Taxicab Authority to the central repository for Nevada Records of Criminal History.

Retention: Retain log for a period of three (3) calendar years from date of creation.

Disposition: Destroy Securely

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## 1991620 Sign-out Sheets for Radios, PR24, and Vehicles

Last Reviewed: 05/12/1992

Description: This record series consists of sign-out sheets for radios, PR24, and vehicles.

Retention: Retain these records for a period of one (1) calendar year after the equipment is turned in and accounted for.

Disposition: Destroy Securely

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## 1991573 Taxicab Equipment Inspection Record

Last Reviewed: 05/12/1992

Description: This record series documents reports of infractions/ violations observed by Airport Control officers. The record may contain, but is not limited to: date and time, cab number, infraction, and inspector's name.

Retention: Retain these records for a period of three (3) calendar years from date of creation.

Disposition: Destroy Securely

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## 1991578 Trip Charge Returns

Last Reviewed: 05/12/1992

Description: This record series consists of returns filed each month by cab companies. The returns document the number of trips made by each company and the trip charges due the authority.

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy Securely

# State of Nevada Approved Records Retention and Disposition Schedule

B&I: Hearings

Schedule ID # 1211000

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## 1991569 Appeals Files: Drivers

Last Reviewed: 05/12/1992

Description: The record series consists of the working file set up to control the appeal process. The files may contain, but are not limited to: Appeal form with supportive documentation; Waiver; Notice of default and; Related correspondence

Retention: Retain these records until final disposition of the appeal and then transfer documents that are scheduled for retention in to the driver file or cab company file.

Disposition: Destroy Securely

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## 1991589 Appeals Files: Taxicab Companies

Last Reviewed: 05/12/1992

Description: This record series consists of appeals of Authority decisions regarding certifications, allocations, expansions of areas, and rate increases. The files may contain, but are not limited to: Appeal with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from final disposition of the appeal.

Disposition: Destroy Securely

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## 1991566 Continuation Notice

Last Reviewed: 05/12/1992

Description: This record series consists of the continuation notice issued when an administrative hearing is continued.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

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## 1991584 Court Calendar

Last Reviewed: 05/12/1992

Description: This record series consists of the calendar maintained by the bailiff for administrative hearings. It contains date and time of hearing, hearing officer, driver or cab company number and name, investigators name, date violation occurred and NRS/NAC citation, recommendation, plea, fine, time called, log in, log out, waived attorney, and date of waiver.

Retention: Retain this record series for a period of three (3) calendar years from calendar year to which they pertain.

Disposition: Destroy Securely

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## 1991572 Daily Report Ledger

Last Reviewed: 05/12/1992

Description: This record series consists of a chronological log documenting the reports of complaints against drivers. It contains the date, COR number, DR number, notice of violation number, offense, suspect name, TA number, company, complainant, name, address, witnesses, investigator name.

Retention: Retain this record series for a period of three (3) calendar years following the date of final entry.

Disposition: Destroy Securely

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## 1991380 Dismissal of Hearing Form

Last Reviewed: 05/12/1992

Description: This record series consists of the dismissal form placed in the driver or certificate holder's file when a hearing is dismissed. The form contains information on: driver name, TA permit number, taxicab company, DR file number, notice of violation number, description of violation, date of hearing, reason for dismissal, signature of hearing prosecutor, and date.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

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## 1991604 DR (Duty Report) Files

Last Reviewed: 05/12/1992

Description: A duty file is an artificially established working file set up for use during the hearing process. It includes each offense or series of offenses. The file may contain all current material pertaining to an administrative hearing or appeal including, but not limited to: Notice of violation; Police reports; Information copies of trip sheets; Hearing documentation; Payment schedules and cards and; Related correspondence

Retention: Retain the DR File until final disposition of hearing or appeal, and then transfer documents that are the copy of record into the driver or company file.

Disposition: Destroy Securely

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## 1991717 Hearing Results - Tally

Last Reviewed: 05/12/1992

Description: This record series consists of a tally of driver cited, number of notice of violations issued, amount of fines granted, amount of fines waived and total fines.

Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.

Disposition: Destroy Securely

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## 1991714 Judgment of Default

Last Reviewed: 05/12/1992

Description: This record series consists of judgments of default for failure of a driver or certificate holder to appear at a disciplinary hearing.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

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## 1991619 Letter of Suspension or Revocation

Last Reviewed: 05/12/1992

Description: This record series consists of a letter of suspension or revocation of license sent to s driver.

Retention: Retain these records for a period of three (3) years from the close of case or disposition of appeal.

Disposition: Destroy Securely

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## 1991715 Notice of Fine

Last Reviewed: 05/12/1992

Description: This record series consists of the notice of fine issued following an administrative hearing. It contains the date, driver name, TA number, cab company, driver number, notice of violation number, NAC/NRS, date fine due, amount of fine, hearing secretary, bookkeeper, receipt number, and receipt date.

Retention: Retain these records for a period of three (3) fiscal years from the year to which they pertain.

Disposition: Destroy Securely

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## 1991621 Payment Schedule

Last Reviewed: 05/12/1992

Description: This record series consists of the payment card and sheet used for collection of fines assessed to drivers for violations.

Retention: Retain these records for a period of three (3) ycalendar ears from the year to which they pertain.

Disposition: Destroy Securely

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## 1991592 Show Cause File

Last Reviewed: 05/12/1992

Description: This record series documents certain hearings processes. The files may contain, but are not limited to: Legal notices; Show cause letter; Hearing documents and associated records; Investigative reports and; Related correspondence

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**B&I: Hearings**

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Retention: Retain these records for a period of three (3) calendar years following disposition of hearing.  
Disposition: Destroy Securely

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## **1991617 Waiver**

Last Reviewed: 05/12/1992

Description: This record series consists of waivers executed by drivers regarding disciplinary proceedings against them. The document waives the right of the individual to a hearing and enters a plea of guilty to the offense.

Retention: Retain this record for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

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## 1991595 Allocation of Taxicabs

Last Reviewed: 05/12/1992

Description: This record series consists of requests for allocations of additional cabs. The file may contain, but is not limited to: Application for allocation with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the disposition of application or appeal.

Disposition: Destroy Securely

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## 1991610 Annual Report of Cab Companies

Last Reviewed: 05/12/1992

Description: This record series consists of the annual reports submitted to the Taxicab Authority by the cab companies. The report identifies the name of the company, dba (if any), address, city and state. It includes the address of office where books are kept, certificate numbers issued, form of business (corporation, association, partnership, proprietorship), date operations began, list of partners or shareholders, officers, and directors. It presents a statement of revenues, expenses, equipment owned and a statement of certification.

Retention: Retain these records in the office for a period of three (3) calendar years from the year to which they pertain.

Disposition: Permanent: Transfer to State Archives

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## 1991586 Cab Company Files

Last Reviewed: 10/03/2012

Description: This record documents each taxicab company. The files may include, but are not limited to: Application for certificate with associated documentation; Contact information; Partnership or corporate directors/officers information; List of stockholders; Description of the territories to be served including maps; Description of all equipment to be operated; Certificate of Insurance; Certificate of operation; Change of ownership records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date a company is declared inactive.

Disposition: Destroy Securely

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## 1991597 Driver Complaint Record

Last Reviewed: 05/12/1992

Description: This electronic data base includes, but is not limited to the following data: Taxicab Authority ID number; name; D.R. number; investigator; company ID number; Notice of Violation number, date, NRS, NAC, Company; Complainant, witness; arraignment date, trial date, continuation date, comments, disposition date, penalty category, disposition, fine amount.

Retention: Purge the data base of unnecessary data as needed and retain current data as long as administratively useful.

Disposition: Destroy Securely

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## 1991622 Driver Maintenance Record

Last Reviewed: 05/12/1992

Description: This electronic data base includes, but is not limited to the following data: Taxicab Authority ID number, name, AKA, status, permit date, expire date, termination date, date of hire, company ID number, physical exam date, expires on, D.A.P. date, address, city, state, telephone, Social Security number, comments.

Retention: Purge the data base of unnecessary data as needed, and retain current data as long as administratively useful.

Disposition: Destroy Securely

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## 1991583 Expansion of Area Files

Last Reviewed: 05/12/1992

Description: This record series consists of the files created to serve expansion of area applications. The records may contain, but are not limited to: Application with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from date cab company is declared inactive.

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Disposition: Destroy Securely

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## **1991596 Lost Medallions**

Last Reviewed: 05/12/1992

Description: This record series documents lost medallions. Numbers which have been reported as lost are removed from use and a list of canceled numbers is published periodically for use by inspectors, investigators, and airport control officers.

Retention: Retain these records for a period of three (3) calendar years from the date of report of loss.

Disposition: Destroy Securely

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## **1991593 Medallion Files**

Last Reviewed: 05/12/1992

Description: This record series lists the medallion plates issued to each cab company. It documents the regulatory function of the Authority and confirms the legal right of the cab to be in service.

Retention: Retain these records for a period of three (3) calendar years from year to which they pertain.

Disposition: Destroy Securely

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## **1991575 Monthly Report of New Hires/Terminations**

Last Reviewed: 05/12/1992

Description: This record series consists of monthly report from cab companies of new hires/terminations. It provides the authority with current information regarding hiring/termination of drivers.

Retention: Retain these records for a period of one (1) calendar year from date of creation.

Disposition: Destroy Securely

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## **1991582 Rate Increases**

Last Reviewed: 05/12/1992

Description: This record series consists of the files created to serve rate increase requests. The records may contain, but are not limited to: Rate request with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date the rates are superseded.

Disposition: Destroy Securely

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## **1991594 Special Medallion Files**

Last Reviewed: 05/12/1992

Description: This record series lists special medallion plates issued to each cab company. It provides control of cabs licensed to be in service for special events or at certain times of the year and confirms the legal right of the cab to be in service.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely

# *The Committee to Approve Schedules for the Retention and Disposition of Official State Records*

*NRS 239.073 et seq.*

**Scott Anderson, Chairman**

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## **Retention Guidelines**

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction, recycling or normal tossing of records.

## **Disposition Holds include:**

### **Audits.**

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

### **Investigations.**

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

### **Litigation.**

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention and Disposition Schedule or the General Records Retention and Disposition Schedule. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

## **Disposition Guidelines**

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." NRS chapter 239B "Disclosure of Personal Information to Governmental Agencies" (See especially NRS 239B.030) also describes such records. Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.