

State of Nevada B&I: Taxicab Authority

Version Date: 2/8/2017

1991576 Airport Billings for Personnel Costs

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

1991614 Audit Reports

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

1991590 Back-ground Investigations of Owners

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

1991611 Consultant Reports

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

1991608 Daily Activity Report and Vehicle Condition Report

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

1991605 Driver's Awareness Program

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Retention: Retain superseded material for a period of three (3) calendar years.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

1991606 Inspections of Taxicabs

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. 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

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

1991599 Investigative Fund

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

1991587 Legal case files of Taxicab Authority

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

1991580 NHP Vendor Claims for FBI Fingerprints

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

1991316 Radio Log

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

1991570 Scope Log

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

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

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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2017014 Taxicab Driver Permits

Description: These records document the permitting and monitoring of individuals receiving taxicab driver permits to operate taxicabs under limited jurisdiction granted through NRS 706.881 through NRS 706.885 and NAC 706.450 through NAC 706.9918. Records may consist of but are not limited to application and supporting documentation, taxicab company referrals, examination results, renewal documentation, training records, suspension/termination documentation, medical certification, background investigation documentation, and related correspondence.

Retention: Retain the initial application and three (3) most current years of records for a minimum period of three (3) calendar years after the expiration of the permit

Disposition: Destroy Securely

1991573 Taxicab Equipment Inspection Record

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

1991578 Trip Charge Returns

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