<table>
<thead>
<tr>
<th>Record Series</th>
<th>Description</th>
<th>Retention</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991576</td>
<td>Airport Billings for Personnel Costs</td>
<td>Retain these records for a period of three (3) fiscal years from the year to which they pertain.</td>
<td>Destroy Securely</td>
</tr>
<tr>
<td>1991614</td>
<td>Audit Reports</td>
<td>Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.</td>
<td>Destroy Securely</td>
</tr>
<tr>
<td>1991590</td>
<td>Back-ground Investigations of Owners</td>
<td>Retain these records for a period of three (3) calendar years from deposition of application or hearing.</td>
<td>Destroy Securely</td>
</tr>
<tr>
<td>1991611</td>
<td>Consultant Reports</td>
<td>Retain these reports for a period of three (3) calendar years following the year to which they pertain.</td>
<td>Permanent: Transfer to State Archives</td>
</tr>
<tr>
<td>1991608</td>
<td>Daily Activity Report and Vehicle Condition Report</td>
<td>Retain these records for a period of one (1) calendar year from the date of the report.</td>
<td>Destroy Securely</td>
</tr>
<tr>
<td>1991605</td>
<td>Driver's Awareness Program</td>
<td>Retain superseded material for a period of three (3) calendar years.</td>
<td>Destroy Securely</td>
</tr>
<tr>
<td>1991606</td>
<td>Inspections of Taxicabs</td>
<td>Retain these records for a period of three (3) calendar years from the date the taxi is taken out of service.</td>
<td>Destroy Securely</td>
</tr>
</tbody>
</table>
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
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