1991595  Allocation of Taxicabs
Reviewed:  5/12/1992
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

1991610  Annual Report of Cab Companies
Reviewed:  5/12/1992
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

1991586  Cab Company Files
Reviewed:  10/3/2012
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

1991597  Driver Complaint Record
Reviewed:  5/12/1992
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

1991622  Driver Maintenance Record
Reviewed:  5/12/1992
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

1991583  Expansion of Area Files
Reviewed:  5/12/1992
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.
State of Nevada  B&I: Licensing

Version Date: 09/18/2013
Disposition: Destroy Securely

1991596  Lost Medallions
Reviewed: 5/12/1992
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

1991593  Medallion Files
Reviewed: 5/12/1992
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

1991575  Monthly Report of New Hires/Terminations
Reviewed: 5/12/1992
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

1991582  Rate Increases
Reviewed: 5/12/1992
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

1991594  Special Medallion Files
Reviewed: 5/12/1992
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