

1010 – Soil and Water Conservation Districts and Watershed Districts File Plan

This file plan was developed to be a guide for Soil and Water Conservation Districts and Watershed Districts employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Soil and Water Conservation Districts and Watershed Districts. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

1010-001 CERTIFICATE OF ORGANIZATION FILE:

Division/unit: Primary mission

Maintenance system: Alphabetical by document type

Record series content: Records concerning the issuance of the certificate of organization of a soil and water conservation district by the secretary of state. File may contain certificate of organization, copy of application for organization of soil and water conservation district, legal description of land (boundary descriptions), boundary changes, maps, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

[New - 03/31/2021]

1010-002 WATERSHED DISTRICT FORMATION FILE:

Division/unit: Primary mission

Maintenance system: Alphabetical by sub district name

Record series content: Records concerning the formation of a watershed district as sub districts of an SWCD, as provided in the Watershed District Act [73-20-1 NMSA 1978]. File may contain documentation forming the watershed district by the SWCD, copy of petition for formation of watershed district, legal description of land (boundary descriptions), boundary changes, maps, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

[New - 03/31/2021]

1010-003 to 1010-010

1010-011 ELECTION AND REFERENDUM FILES:

Division/unit: Elections

Maintenance system: Chronological by election date

Record series content: Records concerning the election of SWCD district supervisors, elected SWCD governing board members, watershed district formation, mill levies, boundary modifications, etc. File may contain election proclamation (legal advertisement notifying the public of election), petitions, declarations of candidacy, mill levy resolutions, appointment of polling superintendent and polling officers, ballots, poll books, signature rosters, printed returns, tally sheets, canvass of return sheets, oaths of office, etc.

Classification:

(A) **Canvass of return sheets.** 1.21.2.424 NMAC, Canvass

(B) **Ballots.** 1.21.2.425 NMAC, Election Administration - Local

(C) **Oaths of office.** 1.21.2.453 NMAC, Oaths of Office

(D) **All other records.** 1.21.2.423 NMAC, Candidacy

File closure:

(A) **Canvas of return sheets.** Date file created

(B) **Ballots.** Date of adjournment of canvassing board

(C) **Oaths of office.** Date replaced by successor

(D) **All other records.** Date of election to which they apply

[New - 03/31/2021]

1010-012 to 1010-020

1010-021 SOIL AND WATER CONSERVATION FILES:

Division/unit: Conservation

Maintenance system: Alphabetical by program or project name

Record series content: Files concerning the SWCD plans, programs and projects to control and prevent soil erosion; prevent floodwater and sediment damage; further the conservation, development, beneficial application and proper disposal of water; promote the use of impounded water for recreation, propagation of fish and wildlife, irrigation and for urban and industrial needs. Files may contain program or project identification, feasibility studies, program or project plans, correspondence, reports and other records documenting assignments, progress and completion of projects, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date file created

[New - 03/31/2021]

1010-022 WATERSHED DISTRICT FILES:

Division/unit: Conservation

Maintenance system: Alphabetical by program or project name

Record series content: Working files concerning watershed districts (SWCD sub districts). Files concern the development and execution of plans, projects and programs related to the conservation of water, water usage, water-based recreation, flood prevention, flood control, prevention and control of erosion, floodwater and sediment damages, etc. The SWCD files may contain reports submitted by the sub districts, correspondence, copies of sub district minutes, etc. The watershed district (SWCD sub district) files may contain feasibility studies, correspondence, reports and other records documenting assignments, progress and completion of projects, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date file created

[New - 03/31/2021]

1010-023 PRELIMINARY PLAT APPROVAL FILES:

Division/unit: Conservation

Maintenance system: Numerical by plat number

Record series content: Records concerning the approval of preliminary plats by board of county commissioners. File may contain copies of documentation submitted by the SWCD to the board of county commissioners used to determine whether the sub divider can furnish terrain management sufficient to protect against flooding, inadequate drainage and erosion and whether the sub divider can fulfill the proposals contained in his disclosure statement concerning terrain management. File may also contain preliminary plats, related correspondence, etc.

Classification: 1.21.2.714 NMAC, Maps and Photos

File closure: Date file created

[New - 03/31/2021]

1010-024 TREE PLANTINGS PROMOTIONAL FILES:

Division/unit: Conservation

Maintenance system: Alphabetical by subject

Record series content: Records pertaining to the promotion of the importance of planting trees for soil, energy and water conservation; to enhance the state's beauty; and to protect and improve the quality of the environment per the New Mexico Forest Re-Leaf Act (68-2-29 to 68-2-33 NMSA 1978). File may contain documentation on tree plantings promotions and programs, tree planting campaigns, public education, etc.

Classification: 1.21.2.146 NMAC, Publicity and Promotion

File closure: Date no longer needed for reference

[New - 03/31/2021]

1010-025 TREE PLANTINGS APPLICATION FILES:

Division/unit: Conservation

Maintenance system: Chronological by calendar year, then alphabetical by applicant name

Record series content: Applications from schools, universities, environmental education programs, civic organizations, and communities to receive and plant trees. File may contain application to receive and plant trees, application review by SWCD, application approval (or denial), related correspondence, etc.

Classification: 1.21.2.412 NMAC, Environmental

File closure: Date application approved or denied

[New - 03/31/2021]