

550 – Office of the State Engineer File Plan

This file plan was developed to be a guide for Office of the State Engineer 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 Office of the State Engineer. 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.

550-001 WATER RIGHTS FILES:

Division/unit: Water rights

Maintenance system: Chronological by date, then numerical by basin and file number

Record series content: Records documenting the history concerning water rights (e.g., point of diversion, place of use, owner of water rights, priority date, purpose of use, and quantity of water, etc.) in the state. Files may include applications (e.g., requests for permits and licenses to appropriate waters, change locations of water rights, supplemental or replacement of points of diversions, mine dewatering and applications for non-consumptive use of water plans for water development, repair of wells, change location of wells, combine and commingle existing rights, change of ownerships, enlargement of existing water rights, flood control dams, return flow plans, etc.), declaration of a water rights, well plugging plans, well record (e.g., location, drilling and casting, annular material, etc.), hydrographic surveys, meter readings, water master reports, correspondence, etc.

Classification: 1.21.2.679 NMAC, Water Rights

File closure: Date file created

[New - 03/31/2021]

550-002 WATER MASTER REPORTS:

Division/unit: Water rights

Maintenance system: Chronological by date, then alphabetical by basin name

Record series content: Annual reports documenting the monitoring and administering of ground and surface water usage in the state. Reports may show basin name, water usage, water diversion, changes to water use, field notes, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date of report

[New - 03/31/2021]

550-003 WATER METER READING FILES:

Division/unit: Water rights

Maintenance system: Chronological by date, then numerical by water right number

Record series content: Records documenting monthly water usage readings submitted by users in areas that do not require a water master. Files may include *totalizing meter report* form (e.g., permittee name, contact, address, well number, location of water, serial number, number of dials, make of meter, model of meter, units, multiplier, reading date, meter reading, comments, etc.), water meter reports, correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date of report

[New - 03/31/2021]

550-004 WATER ADMINISTRATION TECHNICAL ENGINEERING RESOURCE SYSTEM (WATERS):

Division/unit: Water rights

Maintenance system: Numerical by primary key

Record series content: Document management system that maintains information and stores copies of scanned records concerning all aspects of New Mexico water rights. Information may include application data (e.g., requests for permits and licenses to appropriate water, change of water rights, supplemental or replacement of points of diversions, mine dewatering and for non-consumptive use of water plans for water development, repair of wells, change location of wells, combine and commingle existing rights, change in ownerships to enlarge existing water rights, flood control dams, return flow plans, etc.), declaration of a water rights data, plug in plans data, hydrographic survey data, meter reading data, water master report data, etc.

Classification: 1.21.2.679 NMAC, Water Rights

File closure: Date file created

[New - 03/31/2021]

550-005 WELL DRILLER LICENSURE FILES:

Division/unit: Water rights

Maintenance system: Chronological by date, then numerical by well driller number

Record series content: Records documenting application, issuance and licensure history of a well driller. Files may include *well driller application*, *amendment application*, *documentation of continuing education hours*, *application for approval of continuing education course*, list of drill rig supervisors, *drill rig form*, copy of surety bond, copy of well driller license, notification of letter if not in jurisdiction, field check report, complaints, copy of written reprimand, compliance order, copy findings and orders, *renewal application*, correspondence, etc.

Classification: 1.21.2.668 NMAC, Professional Licenses - Historical

File closure: Date of expiration or revocation of license

[New - 03/31/2021]

550-006 HEARING UNIT CASE FILES:

Division/unit: Water rights

Maintenance system: Chronological by date, then numerical by docket number

Record series content: Records documenting the administrative hearing proceedings on protests concerning water rights. Files may include water rights application, protest letter, legal notice, affidavit of publications, request for prehearing scheduling conference, payment receipts, notice of scheduling conference, copy of receipts, scheduling order, pleadings, index and exhibits, digital audio recordings, final order, correspondence, etc.

Classification: 1.21.2.679 NMAC, Water Rights

File closure: Date of final order

[New - 03/31/2021]

550-007 to 550-010

550-011 COUNTY DEVELOPMENT PROJECT FILES:

Division/unit: Water use and conservation

Maintenance system: Chronological by date, then alphabetical by county name

Record series content: Records documenting opinions of water availability for proposed county development projects. Files may include development proposal, project calculations, copy of opinion letter, etc.

Classification: 1.21.2.627 NMAC, Advice and Opinions

File closure: Date of opinion letter

[New - 03/31/2021]

550-012 to 550-020

550-021 GEOGRAPHIC, HYDROGRAPHIC AND PHOTOGRAPHIC MAPS:

Division/unit: Hydrographic survey

Maintenance system: Chronological by date, then alphabetical by location name

Record series content: Maps and photographs created by aerial, geographic and hydrographic surveys documenting water sources in the state. Maps and photographs may show geographic surveys, hydrographic surveys, aerial surveys, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date no longer needed for reference

[New - 03/31/2021]

550-022 to 550-030

550-031 DAM SAFETY DESIGN CRITERIA AND INSPECTION FILES:

Division/unit: Dam safety

Maintenance system: Chronological by date, then numerical by office of state engineer D number

Record series content: Records documenting the history of state dams (e.g., design, construction, modification, alteration and inspection, etc.). Files may include *application for permit to construct and operate a dam* (e.g., cost estimate, letter of water rights, design report, construction drawings, project specifications, plat of survey, dam site security, instrumentation plan, operation and maintenance manual, emergency action plan, etc.), *change of ownership of a dam*, *dam owner certificate*, certificate of construction, copy of contract of construction or modification of dam, inspection checklist, investigation report, completion of work, *application for permit to alter or rehabilitate an existing dam*, construction completion reports, final inspection report, correspondence, etc.

Classification: 1.21.2.470 NMAC, Infrastructure - Inspections and Monitoring

File closure: Date file created

Confidentiality: Portions of this record may be confidential.

[New - 03/31/2021]

550-032 to 550-040

550-041 WATER ADJUDICATION CASE FILES:

Division/unit: Legal services

Maintenance system: Chronological by date, then alphabetical by case name

Record series content: Records documenting water rights adjudication suits to determine elements of all water rights in a particular stream system. Files may include pleadings, pleadings index, copy of water right applications, copy of water right agreement, discovery index, exhibits, hydrographic survey report, maps, depositions, expert reports, partial final decrees, correspondence, etc.

Classification: 1.21.2.679 NMAC, Water Rights

File closure: Date of final disposition of case

Confidentiality: Portions of this file may be confidential.

[New - 03/31/2021]

550-042 WATER LITIGATION CASE FILES:

Division/unit: Legal services

Maintenance system: Chronological by date, then alphabetical by entity or surname

Record series content: Records documenting administrative litigation proceedings with regard to water rights. Files may include copy of pleadings, list of applicants or protestant, list of attorneys for applicants

or protestant, exhibits, hydrology expert report, water right resources specialist report, correspondence, etc.

Classification: 1.21.2.679 NMAC, Water Rights

File closure: Date of final disposition of case

Confidentiality: Portions of this file may be confidential.

[New - 03/31/2021]