

551 – Interstate Stream Commission File Plan

This file plan was developed to be a guide for Interstate Stream Commission 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 Interstate Stream Commission. 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.

551-001 THREATENED AND ENDANGERED SPECIES SUPPORT EFFORT FILES:

Division/unit: All basins

Maintenance system: Chronological by date, then alphabetical by support activity

Record series content: Records documenting the support project activities to protect endangered species on reservoirs, streams and water basins. Files may include copy of national environmental policy act, copy of core of engineer permit, copy of United States fish and wildlife permits, environment department certification, account of water deliverables, progress reports, annual report of river conditions, fish monitoring reports, biological assessments and opinions, correspondence, etc.

Classification: 1.21.2.711 NMAC, Conservation Plans

File closure: Date of project completion

[New - 03/31/2021]

551-002 to 551-010

551-011 PECOS SETTLEMENT COMPLIANCE FILES:

Division/unit: Pecos basin

Maintenance system: Chronological by date, then alphabetical by subject matter

Record series content: Records documenting compliance requirements within the Pecos settlement agreement. Files may include copy of settlement agreement, engineering plans and specifications, estimated projections, accounting of water deliverables, river master calculations, engineering reports (e.g., hydrology, geology, well installation and testing, water quality monitoring, etc.), surveys (e.g., hydrology, geology, etc.), maps, photos, correspondence, etc.

Classification: 1.21.2.679 NMAC, Water Rights

File closure: Date agreement superseded

[New - 03/31/2021]

551-012 PECOS RIVER COMPACT FILES:

Division/unit: Pecos basin

Maintenance system: Chronological by date

Record series content: Records documenting the monitoring and accounting of water deliverables on the Pecos basin. Files may include copy of compact, accounting of water deliverables, river master manual, geological survey data report, copy of river master calculations, interstate stream commission calculations, correspondence, etc.

Classification: 1.21.2.602 NMAC, Interstate Compacts/Agreements

File closure: Date compact is superseded

[New - 03/31/2021]

551-013 to 551-020

551-021 ACEQUIA PROJECT FILES:

Division/unit: Special projects

Maintenance system: Chronological by fiscal year, then alphabetical by acequia name and county

Record series content: Records documenting the approval and monitoring of acequia rehabilitation and restoration projects proposed by acequia committees. Funds are loaned to acequia committees for approved projects. Files may include letter requesting project, environmental assessment, copy of current bylaws, copy of public notice, project design, copy of notice to proceed, project budget, copy of cost share agreement, loan agreement, payment request form, promissory note, copy of contract, copy of invoices, change orders, draw down requests, photos, maps, periodic and final report, correspondence, etc.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Close of fiscal year from date project completed or final loan payment made
[New - 03/31/2021]

551-022 ACEQUIA RE-LOAN PROGRAM PROJECT FILES:

Division/unit: Special projects

Maintenance system: Chronological by fiscal year, then alphabetical by local government or sub-division

Record series content: Records documenting the funding approval of water conservation projects. Files may include application, proposals, plans, agreements, maps, diagrams, draw down requests, requests for reimbursement, cost estimates, promissory notes, correspondence, etc.

Classification: 1.21.2.336 NMAC, Case Files - Loans

File closure: Close of the fiscal year from date project completed
[New - 03/31/2021]

551-023 ARIZONA WATER SETTLEMENT ACT STUDIES (AWSA):

Division/unit: Special projects

Maintenance system: Chronological by date

Record series content: Records documenting the proposal, selection and completed studies created and submitted by state agencies and stakeholders in the region. Files may include proposals, commission selection, studies (e.g., engineering, economic, ecological, hydrological, etc.), maps, correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date study completed
[New - 03/31/2021]

551-024 to 551-030

551-031 UTE RESERVOIR MASTER DAILY WATER STORAGE VOLUME

READINGS:

Division/unit: Canadian river basin

Maintenance system: Chronological by date

Record series content: Records documenting the daily water storage volume readings for Ute reservoir in compliance with the Canadian River compact. Readings may show daily water storage volume, daily elevation readings, evaporation totals, precipitation totals, total amount released, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date compact superseded
[New - 03/31/2021]

551-032 UTE RESERVOIR PROJECT FILES:

Division/unit: Canadian river basin

Maintenance system: Chronological by date

Record series content: Records documenting projects (e.g., enhancement projects, modification projects, etc.) related to the Ute reservoir. Files may include project proposal, construction plans, purchase of land, correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date project completed

[New - 03/31/2021]

551-033 PRIVATE BOAT DOCK LICENSURE FILES:

Division/unit: Canadian river basin

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application, issuance and licensure history of individuals approved to privately own boat docks located on the Ute reservoir. Files may include application, boat dock plans, copy of warranty deed, copy of surety bond, copy of liability insurance, copy of state parks inspection report, copy of license, billing statements, non-compliance letters, correspondence, etc.

Classification: 1.21.2.661 NMAC, Facilities, Establishments and Products

File closure: Date license expiration or revocation

[New - 03/31/2021]

551-034 ENCROACHMENT LICENSURE FILES:

Division/unit: Canadian river basin

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the approval and licensure history to private landowners allowing the encroachment on state lands to make modifications located on the Ute reservoir property. Files may include application, modification plans, copy of surety bond, copy of liability insurance, renewal application, correspondence, etc.

Classification: 1.21.2.678 NMAC, Right of Way

File closure: Date of license termination or revocation

[New - 03/31/2021]

551-035 VEGETATION REMOVAL AGREEMENT FILES:

Division/unit: Canadian river basin

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting agreements between the commission and private landowners for the removal of non-native plants from the Ute reservoir shoreline. Files may include letter requesting removal, scope of work, photos, correspondence, etc.

Classification: 1.21.2.604 NMAC, Goods and Services

File closure: Date of agreement expiration

[New - 03/31/2021]

551-036 to 551-040

551-041 INTERSTATE STREAM COMMISSION REGIONAL WATER PLAN FILES:

Division/unit: Planning and communication

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

Record series content: Records documenting regional water plans submitted to the commission for review and approval. Regional water plans are developed to determine the need for water usage in a region. Files may include request for proposal, contract, copy of invoices, regional water plan (e.g., executive summary, introduction, copy of public meeting minutes, strategy used for public involvement,

background information, legal issues, water resources assessment, water demand, water plan alternatives, etc.), correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date plan is superseded

[New - 03/31/2021]

551-042 STATE WATER PLAN FILES:

Division/unit: Planning and communication

Maintenance system: Chronological by date

Record series content: Records documenting waters plans developed and approved to manage state water resources. Files may include request for proposal, contracts, copy of invoices, work orders, state water plan (e.g., priorities, goals, objectives, vision and policy direction for active management of the state waters; inventory of water resources; budget for river basins and aquifer system; strategies and policies; drought management plan; water availability; land use decisions; river riparian and watershed restoration; water rights transfer polices; integration of regional water plans; etc.), correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date plan is superseded

[New - 03/31/2021]

551-043 to 551-050

551-051 RIO GRANDE BASIN COMPACT FILES:

Division/unit: Rio Grande basin

Maintenance system: Chronological by calendar year

Record series content: Records documenting the compliance requirements concerning New Mexico's obligations pursuant to the Rio Grande basin compact. Files may include annual reports (e.g., bureau of reclamation reports, United States fish and wildlife reports, Colorado reports, compact commission reports, compact commission directed reports, etc.), copy of compact commission resolutions, water accounting data spreadsheet, correspondence, etc.

Classification: 1.21.2.602 NMAC, Interstate Compacts/Agreements

File closure: Date compact is superseded

[New - 03/31/2021]

551-052 RIO GRANDE BASIN MAINTENANCE FILES:

Division/unit: Rio Grande basin

Maintenance system: Chronological by date

Record series content: Records documenting maintenance projects conducted on the Middle Rio Grande basin. Files may include partnership agreement, project plan, project engineering and design report, bureau of reclamation reports, permitting reports, project management plan, annual progression reports, correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date of project completion

[New - 03/31/2021]

551-053 RIO GRANDE BASIN GENERAL STUDIES FILES:

Division/unit: Rio Grande basin

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

Record series content: Records documenting studies conducted on the Rio Grande Basin concerning water supply, consumption and use by contracted consultants. Files may include copy of contract, task guidelines, deliverables (e.g., investigation reports, data spreadsheets, study, etc.), correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date of study
[New - 03/31/2021]

551-054 LOWER RIO GRANDE COMPENDIUM DATABASE:

Division/unit: Rio Grande basin

Maintenance system: Numerical by primary key

Record series content: Database tracks the monitoring of water levels, surface water flows and quality of water for the Lower Rio Grande. Data may show depth to ground water levels, water elevation, location of wells, water quality parameters, temperature of water, pH readings, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date of report
[New - 03/31/2021]

551-055 SAN ACACIA REACH GROUND WATER LEVEL MONITORING FIELD REPORTS:

Division/unit: Rio Grande basin

Maintenance system: Chronological by date

Record series content: Records documenting the monthly monitoring of movement, distribution and quality of water in wells located in the Socorro area. Reports may show date, initials of field personnel monitoring well, list of wells, well identification number, depth to water readings, time of day of the measurement, water quality readings, etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date of report
[New - 03/31/2021]

551-056 SAN ACACIA REACH GROUND WATER MONITORING DATABASE:

Division/unit: Rio Grande basin

Maintenance system: Numerical by primary key

Record series content: Database tracks the monthly monitoring of movement, distribution and quality of water in wells located in the Socorro area. Information may show location of well data, depth to water data, elevation of the water data, surface water level data, water quality data, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date of report
[New - 03/31/2021]

551-057 to 551-070

551-071 GILA RIVER WATER USE REPORTS:

Division/unit: Colorado basin

Maintenance system: Chronological by date

Record series content: Records documenting the annual report of diversion and consumptive use of water from the Gila River. Report is produced in compliance with the Arizona v. California, U.S. 546 (1963). Reports may show human uses of water (e.g., agriculture, municipal, industrial, etc.), etc.

Classification: 1.21.2.117 NMAC, Reports - Historical

File closure: Date of report
[New - 03/31/2021]

551-072 to 551-080

551-081 LEGAL CASE FILES:

Division/unit: Legal services

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

Record series content: Records documenting water basin litigation. Files may include pleadings (e.g., court documents, orders, subpoenas, notices, summaries, etc.), exhibits, depositions, witness files (e.g., expert reports, copy of credentials, etc.), final judgments, appeals, correspondence, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date case closed

Confidentiality: Portions of the file may be confidential.

[New - 03/31/2021]

551-082 INDIAN WATER RIGHTS SETTLEMENT FUND AGREEMENT:

Division/unit: Legal services

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

Record series content: Records documenting the agreement between the state and tribal entities to provide water rights and associated water development projects on the reservation. Agreement shows partial final decree, supplemental partial decree, settlement act authorized by congress, settlement contract with the bureau of reclamation, etc.

Classification: 1.21.2.716 NMAC, Water Management and Planning

File closure: Date of agreement expiration or superseded by new agreement

[New - 03/31/2021]