



OFFICE OF THE STATE ENGINEER  
WATER RIGHTS DIVISION  
Standard Procedure  
WRAB



# WATER RIGHTS ABSTRACTING BUREAU SORT & COMBINE MANUAL



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Date

## HISTORY OF REVISIONS

This table describes the changes implemented during each revision of the manual. This table is intended to document changes in procedure and to help personnel conducting sort and combine to easily identify the changed information from the last revision of the document.

Revision Number	Date of Revision	Summary of Changes
2	02/23/09	<ol style="list-style-type: none"> <li>1. Takes out the requirement to place a copy of the COWNP into the From-file (Sec 2.3.3).</li> <li>2. Changes the name of the “Water Right Transfer” pink sheet to “Water Right Transfer by Permit”, and modifies the form to not include the COWNP requirement. (Attachment 2).</li> <li>3. Clarifies that the Water Right Transfer pink sheet is only for placing in the From-file of a To-From Permit, when the To- &amp; From-files are different file numbers. (Sec 2.3.5)</li> <li>4. Adds the requirement to use the “Electronic Media” placeholder sheet. (Sec 2.7.7)</li> <li>5. Adds the “Electronic Media” placeholder sheet (Attachment 4).</li> </ol>
3	04/07/10	Adds the requirement to include extensions of time to COWNP transactions packets if there are outstanding requirements applicable to both parent and child files. (Secs. 2.3.3.b and 2.7.1.c).
4	10/27/14	Removes requirement for photocopying all friable paper before imaging (Sec 1.2.3 & Sec 2.8.2.); changes iWATERS to NMWRRS (Sec 2.7.6). Updates document codes and events and modifies attachments.

# TABLE OF CONTENTS

1.0	INTRODUCTION .....	5
1.1.	Scope.....	5
1.2.	Definitions.....	5
1.2.1.	Correspondence.....	5
1.2.2.	Event .....	5
1.2.3.	Onion Skin .....	5
1.2.4.	Original Document.....	5
1.2.5.	Oversized Document.....	5
1.2.6.	Oversized Map .....	5
1.2.7.	To-From Transaction .....	6
1.2.8.	Transaction Packet.....	6
1.2.9.	Water Right Transaction .....	6
1.2.10.	Water Right File.....	6
2.0	SORT AND COMBINE .....	7
2.1.	General Method .....	7
2.2.	Water Right Transaction Types .....	8
2.2.1.	Domestic Transaction Types.....	8
2.2.2.	Non-Domestic Transaction Types .....	8
2.3.	Specific Instructions: Water Right Transactions .....	10
2.3.1.	72-12-1 Domestic Permits .....	10
2.3.2.	Change of Ownership – Full (COWNF).....	10
2.3.3.	Change of Ownership – Partial (COWNP).....	11
2.3.4.	Declarations .....	11
2.3.5.	Non-Domestic Applications/Permits .....	11
2.3.6.	Licenses.....	12
2.3.7.	Plugging Plan .....	12
2.3.8.	Not Standard OSE Forms.....	12
2.4.	Event Types .....	12
2.4.1.	Barcoded Events .....	12
2.4.2.	Non-Barcoded Events .....	13
2.5.	Specific Instructions: Events.....	13
2.5.1.	Certificate of Construction (CRT) .....	13
2.5.2.	Maps.....	14
2.6.	Correspondence Types.....	14
2.7.	Specific Instructions: Correspondence .....	15
2.7.1.	Extensions of Time (ET).....	15
2.7.2.	Oversized Documents .....	15
2.7.3.	Meter Records.....	15
2.7.4.	Original Photos .....	15
2.7.5.	Email Correspondence .....	16
2.7.6.	Documents with Sensitive Personal Information.....	16
2.7.7.	Electronic Media (diskettes, CDs, tapes, etc.) .....	16
2.7.8.	Memos (Recommendation, Transmittal, Reports).....	17
2.7.9.	Lone Documents .....	17

2.8.	Extra Copies and Onion Skins .....	17
2.8.1.	Extra Copies.....	17
2.8.2.	Friable Paper .....	<b>Error! Bookmark not defined.</b>
2.9.	S/C Complete .....	18
3.0	<b>TRANSACTION PACKET PREPARATION.....</b>	<b>19</b>
3.1.	General Document Preparation.....	19
3.1.1.	Affidavits of Publication (AOP) .....	19
3.1.2.	Paper Pieces Smaller than 8½” x 11” .....	19
3.1.3.	Certified Mail Receipts .....	19
3.1.4.	Torn Edges .....	19
3.1.5.	Staples .....	19
3.1.6.	Colored Document/Photo.....	19
3.1.7.	Highlighting Information .....	19
3.2.	Final Transaction Packet Preparation and Binding.....	20

ATTACHMENTS:

Attachment 1, Non-Barcoded Events .....	21
Attachment 2, Pink Sheets .....	22
Attachment 3, “Oversized Map” Place Holder Sheet .....	25
Attachment 4, “Electronic Media” Place Holder Sheet .....	27
Attachment 5, Water Right Abstracting: Complexity Levels of Transaction.....	29

TABLES:

Table 1. Domestic Transaction Types .....	8
Table 2. Non-Domestic Transaction Types .....	8
Table 3. Barcoded Events .....	13
Table 4. Correspondence Types.....	14

## 1.0 INTRODUCTION

This manual describes how to prepare water right files for abstracting into the WATERS database. Preparation of water right files for abstracting is referred to as “sort and combine” (S/C). This manual implements WRAP Policy WR-06-2006, *Disposition of District Files Post Project Abstracting*, effective 3/21/2008, and supersedes all other procedures historically referred to as “sort and compare”.

To combine a water right file means to bring together water right documents from different Office of the State Engineer (OSE) sources to create one master original copy of every water right transaction and associated correspondence in that file.

To sort means to organize each transaction within a water right file to reflect the chronologic history of each transaction and the water right file as a whole.

Once the S/C process is performed on a water right file, the file can then be entered into the WATERS database, imaged, and prepared for archiving.

### 1.1. Scope

Steps in this manual are performed for every Water Right Transaction, domestic (72-12-1) and non-domestic, to be abstracted into the WATERS database.

### 1.2. Definitions

#### 1.2.1. Correspondence

Supporting documentation to a barcoded event or a Water Right Transaction.

#### 1.2.2. Event

Part of a transaction packet that meets an OSE condition of approval or is deemed important enough to be abstracted into the WATERS database separately from the Water Right Transaction.

Events fall into two categories: barcoded and non-barcoded. Barcoded events are separated from the transaction packet by a yellow separator sheet during the S/C process. Non-barcoded events are not separated by a yellow separator sheet during S/C and are treated like regular correspondence. Section 2.4 discusses barcoded events and Attachment 1 defines non-barcoded events.

#### 1.2.3. Friable Paper

Thin or ripped paper or onion skins paper, historically used to create carbon copies.

#### 1.2.4. Original Document

A document with an original OSE stamp date, and/or original (i.e., not photocopied) writing or signatures or notary seals.

#### 1.2.5. Oversized Document

A document (that is not a map) that is larger than legal size (8½” x 14”).

#### 1.2.6. Oversized Map

A map that is larger than legal size (8½” x 14”).

1.2.7. To-From Transaction

A Water Right Transaction that involves the transfer of ownership or water right from one file to another file. The file from which ownership or a water rights transfer is made is referred to as the “From-File” or the “Parent-File”. The file to which ownership or a water right transfer is made is referred to as the “To-File” or “Child-File”.

1.2.8. Transaction Packet

A Water Right Transaction bound together with its related correspondence, events, and other relevant information.

1.2.9. Water Right Transaction

An official OSE document, which creates, defines, or changes a water right; or is an action of the State Engineer. Refer to Section 2.2 for a list of all Water Right Transaction types.

1.2.10. Water Right File

One or more Water Right Transactions under the same parent file number which describes the use of surface or groundwater.

## 2.0 SORT AND COMBINE

### 2.1. General Method

All Water Right Transactions are S/C following the same general principals, as described in this section.

Sections 2.2 through 2.8 below provide specific S/C instructions for Water Right Transactions, events, and correspondence. If a document or circumstance is not addressed by these procedures, notify your supervisor or Project Manager (PM) for assistance.

- 2.1.1. Research and retrieve all file sets, as defined by basin and file number. Sources of files may include, but are not limited to Santa Fe, District offices, images in WATERS, and archived documents.
- 2.1.2. Have the following WRAB documents accessible:
  - a. Yellow separator sheets, which are used to separate transaction packets and barcoded events, and to record information about each Water Right Transaction.
  - b. Pink Sheets (see Attachment 2), which are used to preserve Water Right Transaction information that should not be imaged:
    - “Extra Copies” pink sheets, which are used to preserve extra copies of documents, including onionskins and extra originals.
    - “Information Only” pink sheets, which are used to preserve sensitive or personal information that should not be imaged, electronic media that cannot be imaged, or other information as determined by the PM.
  - c. “Oversized Map” Place Holder Sheet (see Attachment 3).
  - d. “Electronic Media” Place Holder Sheet (see Attachment 4)
- 2.1.3. Identify each Water Right Transaction in the file, and all associated correspondence and barcoded event(s).
- 2.1.4. S/C related correspondence behind the applicable Water Right Transaction in order of oldest (on bottom) to newest.
- 2.1.5. Per Section 3.0, Transaction Packet Preparation, create a transaction packet and place all individual transaction packets within the water right file in order of oldest (on bottom) to newest.

**IMPORTANT NOTE** → Documents (including any loose and/or small pieces of paper or notes) found in a water right file are never discarded or destroyed by WRAB staff. All documents are handled according to this manual for future preservation.

## 2.2. Water Right Transaction Types

This section defines domestic and non-domestic transactions typically found in water right files. The S/C Water Right Transaction Code and Sorting Date are written on the yellow separator sheets. If a document does not appear to match any of the below descriptions, ask a supervisor or PM. Also, see Attachment 5, Water Right Abstracting: complexity levels.

### 2.2.1. Domestic Transaction Types

Table 1 lists the most common transaction types found in existing domestic files.

**Table 1. Domestic Transaction Types**

S/C Water Right Transaction Code	Transaction Description	Sorting Date* (*also see Section 2.3)
72-12-1	Domestic Application Under Statute 72-12-1, replacement and supplemental wells	Earliest Stamp Date
COWNF	Change of Ownership Full	Earliest Stamp Date
DCL	Declaration of a Water Right (pre-basin well)	Earliest Stamp Date
EXPL	Permit To Explore	Earliest Stamp Date & OSE Approval Date
REPAR	Application to Repair Well	Earliest Stamp Date & OSE Approval Date
PLUGGING PLAN	Plugging Plan . Refer to SP_022_PluggingPlan.	Earliest Stamp Date & OSE Approval Date

### 2.2.2. Non-Domestic Transaction Types

Table 2 lists non-domestic transaction types. The last column in this table identifies To-From transaction types.

**Table 2. Non-Domestic Transaction Types**

S/C Water Right Transaction Code	Transaction Description	Sorting Date* (*also see Section 2.3)	To-From Transaction (Y or N)
ADM	Administrative Permit (Not Published)	Discuss with PM	Discuss with PM
ALTD	Application for Alternate POD (Groundwater [GW] POD to Supplement Surface)	Earliest Stamp Date & OSE Approval Date	N
APPRO	Application to Appropriate	Earliest Stamp Date & OSE Approval Date	N
CLOSE	Closed File	Discuss with PM	N
CLW	Change Location of Well (GW)	Earliest Stamp Date & OSE Approval Date	Y
CLWPL	Change Location of Well & Place of Use (GW)	Earliest Stamp Date & OSE Approval Date	Y
CLWPP	Change Location Well & Place & Purpose of Use (GW)	Earliest Stamp Date & OSE Approval Date	Y
CLWPU	Change Location of Well & Purpose of Use (GW)	Earliest Stamp Date & OSE Approval Date	Y
COMB	App to Combine &/or Commingle Existing Right	Earliest Stamp Date & OSE Approval Date	Y
COWNF	Change of Ownership Full	Earliest Stamp Date	N
COWNP	Change of Ownership Partial (split water right)	Earliest Stamp Date	Y



<b>S/C Water Right Transaction Code</b>	<b>Transaction Description</b>	<b>Sorting Date*</b> (*also see Section 2.3)	<b>To-From Transaction (Y or N)</b>
CPD	Change Point of Diversion (Surface water[SW])	Earliest Stamp Date & OSE Approval Date	Y
CPDPL	Change POD & Place of Use (SW)	Earliest Stamp Date & OSE Approval Date	Y
CPDPP	Change POD & Place &/or Purpose of Use (SW)	Earliest Stamp Date & OSE Approval Date	Y
CPDPU	Change POD & Purpose of Use (SW)	Earliest Stamp Date & OSE Approval Date	Y
CPLA	Change Place of Use (GW)	Earliest Stamp Date & OSE Approval Date	Y
CPLAS	Change Place of Use (SW)	Earliest Stamp Date & OSE Approval Date	Y
CPPSW	Change Place & Purpose of Use (SW)	Earliest Stamp Date & OSE Approval Date	Y
CPPU	Change Place & Purpose of Use (GW)	Earliest Stamp Date & OSE Approval Date	Y
CPUR	Change Purpose of Use (GW)	Earliest Stamp Date & OSE Approval Date	Y
CPURS	Change Purpose of Use (SW)	Earliest Stamp Date & OSE Approval Date	Y
DCL	Declaration of a Water Right	Earliest Stamp Date	N
DCLAD	Declaration (Accumulative)	Earliest Stamp Date	N
DED	Dedication	OSE Acceptance Date	Y
ENLRG	Application to Enlarge an Existing Right	Earliest Stamp Date & OSE Approval Date	N
EXPL	Permit To Explore	Earliest Stamp Date & OSE Approval Date	N
FCDAM	Flood Control Dam	Earliest Stamp Date & OSE Approval Date	N
GTSP	Change POD & Place & Purpose of Use (GW to SW)	Earliest Stamp Date & OSE Approval Date	Y
GWTSW	Change POD (from GW to SW)	Earliest Stamp Date & OSE Approval Date	Y
HS	Hydrographic Survey	Date of HS Report Memo	N
HSAD	Hydrographic Survey (Accumulative)	Date of HS Report Memo	N
LIC	License	OSE Signature Date	N
LICAD	License (Accumulative)	OSE Signature Date	N
NOIAP	Notice of Intention to make Application for Permit	Earliest Stamp Date	N
OOJ	Offer of Judgment	Earliest Stamp Date	N
OOJAD	Offer of Judgment (Accumulative)	Earliest Stamp Date	N
ORDAD	Order of District Court (Accumulative)	Date Filed with the Court	N
ORDER	Order of District Court	Date Filed with the Court	N
OWMAN	Owner Management	Earliest Stamp Date	Y
PLUGGING PLAN	Plugging Plan. Refer to SP_022_PluggingPlan.	Earliest Stamp Date & OSE Approval Date	N

S/C Water Right Transaction Code	Transaction Description	Sorting Date* (*also see Section 2.3)	To-From Transaction (Y or N)
REPAR	Application To Repair Well	Earliest Stamp Date & OSE Approval Date	N
RFP	Return Flow Plan (NOTE: RFP Applications are treated as an APPRO)	OSE Acceptance Date	N
STGPP	Change POD & Place & Purpose of Use (SW to GW)	Earliest Stamp Date & OSE Approval Date	Y
SUPPL	Application for Supplemental Well (GW)	Earliest Stamp Date & OSE Approval Date	N
SWTGW	Change POD (from SW to GW)	Earliest Stamp Date & OSE Approval Date	Y
WTRMA	Water Master	OSE Creation Date	N

### 2.3. Specific Instructions: Water Right Transactions

This section describes specific instructions to note when S/C Water Right Transactions.

#### 2.3.1. 72-12-1 Domestic Permits

- a. Conditions of Approval (COAs) are placed directly behind the permit.
- b. All other correspondence is placed behind the COAs in chronological order with one exception: OSE issued orders or amended COAs that change the original COAs are placed directly behind the permit in front of the original COAs.
- c. Any non-domestic documentation found in a 72-12-1 domestic file is filed and S/C with the applicable non-domestic file.
- d. Domestic declarations found in 72-12-1 domestic files may or may not remain with 72-12-1 domestic files. These declarations are abstracted as non-72-12-1/pre-basin domestics in the non-domestic module of WATERS, and are transferable water rights like non-domestics. The PM determines if these declarations are to be separated from the 72-12-1 domestic files.
- e. Exploratory permits found in 72-12-1 domestic files are researched to determine if they pertain to domestic or non-domestic water rights. If an exploratory permit is found to be related to a non-domestic file, it is filed and S/C with the applicable non-domestic file. Otherwise, S/C exploratory permits with the 72-12-1 domestic file.

#### 2.3.2. Change of Ownership – Full (COWNF)

Warranty deeds (or other documentation that shows the chain-of-title for the property and water right) are OSE required and are considered an attachment to a change of ownership

form; therefore, they are placed directly behind the change of ownership regardless of the warranty deed stamp date.

### **2.3.3. Change of Ownership – Partial (COWNP)**

- a. Warranty deeds (or other documentation that shows the chain-of-title for the property and water right) are OSE required and are considered an attachment to a change of ownership form; therefore, they are placed directly behind the change of ownership regardless of the warranty deed stamp date.
- b. If the COWNP is split from a parent file with an outstanding requirement such as a PBU or PCW, and the requirement now applies to the child file in addition to the parent file, extensions of time (ETs) and related correspondence will be placed with both parent and child files.

### **2.3.4. Declarations**

Attachments filed with the declarations, such as: warranty deeds, affidavits, and any other information with same date stamp, or stated as “attachments” on declarations are filed directly behind the declaration.

### **2.3.5. Non-Domestic Applications/Permits**

- a. The form used for a non-domestic application/permit may not actually reflect the true nature of the application/permit. For example, a form called “Application to Change Point of Diversion, Place, and/or Purpose of Use” may be used for an application/permit that is only changing the point of diversion. It is important the sorter understand the intent of the application/permit and identifies the correct Water Right Transaction code (see Section 2.2.2) on the yellow separator sheet. For persons in training, this can be difficult to determine. Ask a supervisor or PM when in doubt.
- b. Conditions of Approval (COAs) are placed directly behind the application/permit.
- c. All other correspondence is placed behind the COAs in chronological order with one exception: OSE issued orders or amended COAs that change the original COAs are placed directly behind the permit in front of the original COAs.
- d. Other attachments filed with the application/permit [i.e., applicable maps (see SP\_019), legal descriptions, etc.] are filed after the application/permit and COAs.
- e. Protest Letters
  - The protest memo is the OSE generated memo, which states that the protest letters are enclosed. The letters of protest should be placed in chronological order behind the protest memo from the OSE. The OSE memo with attached protest is placed behind the corresponding application/permit in chronological order as correspondence.

- Individual protests may also be sorted in chronological order based on the date the OSE received them within the transaction packet. If protests are also included as an attachment to the OSE protest memo, this could result in protests being in two places in the transaction packet. This is acceptable in that it most accurately reflects the history of the transaction. However, if the quantity of protests results in an excessively large transaction packet with duplicate information, one of the two sets of protests can be removed from the transaction packet and placed behind an “Extra Copies” pink sheet. When in doubt, ask a supervisor or PM.
- f. A Certificate of Construction (CRT) may be associated with a permit. See Section 2.5.1 if there is a CRT in the water right file.

### **2.3.6. Licenses**

- a. Rough drafts and unsigned copies of licenses are placed in date order (as regular correspondence) behind the associated permit (draft licenses are not placed with the final license). Final Licenses are a separate transaction.
- b. A CRT may be associated with a license. See Section 2.5.1 if there is a CRT in the water right file.

### **2.3.7. Plugging Plan**

- a. Plugging plans can be entered as a transaction or an event. Refer to SP\_022\_PluggingPlan.

### **2.3.8. Not Standard OSE Forms**

- a. Some transaction types and events are not on standard OSE forms, and are in the form of letters or other formats. For these, the OSE acceptance letter is the Water Right Transaction, with supporting documentation placed behind the letter. Some examples of such Water Right Transactions are: return flow plans, resolutions, dedications, etc.
- b. Determine the most appropriate Water Right Transaction code or event based on Section 2.2 or discuss with a supervisor or the PM.

## **2.4. Event Types**

This section defines domestic and non-domestic events typically found in water right files.

### **2.4.1. Barcoded Events**

The events listed in Table 3 are the only events that are separated by a yellow separator sheet during S/C. The last column indicates the events that are typically only associated with non-domestic (ND) transaction types and those that can be associated with both domestic and non-domestic (D/ND) transaction types.

The S/C Water Right Transaction Code and Sorting Date are written on the yellow separator sheets. Events, with their yellow separator sheet, are attached to the top of the associated Water Right Transaction in date order.

**Table 3. Barcoded Events**

S/C Water Right Transaction Code	Event Description	Sorting Date	ND or D/ND
CRT	Certificate of Construction	Earliest Stamp Date (see also Section 2.5.1)	D/ND
FLD	Folder Cover Image	Use date when abstracted	ND
HUX	Hearing Unit Exhibit	Date of Signature	ND
LGI	Log Well Image	Earliest Stamp Date	D/ND
LOG	Well Log Received	Earliest Stamp Date	D/ND
MAP	Map or Plat Received	<ul style="list-style-type: none"> <li>• Earliest Stamp Date, <b>or</b></li> <li>• Date of related correspondence (see also Section 2.5.2)</li> </ul>	D/ND
PBU	Proof of Beneficial Use	Earliest Stamp Date	ND
PBI	Proof of Beneficial Use Image	Earliest Stamp Date	ND
PCI	Proof Completion of Well/Works Image	Earliest Stamp Date	D/ND
PCW	Proof Completion of Well/Works	Earliest Stamp Date	D/ND
TEC	Technical Report	<ul style="list-style-type: none"> <li>• If internal (authored by OSE): date of report</li> <li>• If external (not authored by OSE): earliest stamp date.</li> </ul>	D/ND

**2.4.2. Non-Barcoded Events**

Events that are non-barcoded, are provided for information only in Attachment 1. These events need not be separated from transaction packet correspondence.

**2.5. Specific Instructions: Events**

This section describes specific instructions to note when S/C events.

**2.5.1. Certificate of Construction (CRT)**

- a. If a water right file has a CRT, the sorter will need to determine if the CRT goes with a related permit or a license:
  - If there is no license in the water right file, the CRT is sorted as a barcoded event to a permit.
  - If there is both a permit and a license in the file, the CRT is sorted as a barcoded event to the license.
  
- b. Sometimes, the CRT and license are together on one form. In this case, it is not necessary to make a copy of the document so one can be placed as the CRT event. The sorter only needs to place one yellow separator sheet on the one copy of the LICENSE/CRT, and for Transaction Type, the code “LICENSE” is used.

### 2.5.2. Maps (Refer to SP-019 Map & Multiple Tech Report Procedures)

- a. All oversized maps (greater than 8½ “x14” [legal]) **or** maps that define a water right are considered barcoded events. (Maps that do not meet this definition are treated as regular correspondence to a transaction packet.)
- b. If the map is oversized, the sorter must place an “Oversized Map” placeholder sheet (see Attachment 3) within the correspondence to indicate the existence of a map. Write the requested information on the “Oversized Map” placeholder sheet. The oversized map is then placed at the front of the transaction packet as a barcoded event.
- c. If the map is not oversized but defines the water right (i.e., filing map, adjudication map), deeming it a barcoded event, a photocopy of the map is made and the photocopy sorted within the correspondence in appropriate date order. The original map is then placed at the front of the transaction packet as a barcoded event. The result is two copies of the same map: the original placed as the map event; and the copy placed within the correspondence.
- d. Colored maps are flagged with a sticky labeled “COLOR” for easy detection by the imaging staff.
- e. Oversized maps are flagged with a sticky labeled “OVERSIZED” for easy detection by the imaging staff.
- f. If a stamp date is on the back of a map, write the date with pencil on the edge of the front side of the map.

### 2.6. Correspondence Types

This section defines domestic and non-domestic correspondence typically found in water right files.

Correspondence is information to include, but not limited to, those listed in Table 4, and are filed by date order [oldest on bottom] behind appropriate transaction or event. Correspondence with no date is filed behind the oldest correspondence.

The last column indicates correspondence that is typically only associated with non-domestic (ND) transaction types and those that can be associated with both domestic and non-domestic (D/ND) transaction types.

**Table 4. Correspondence Types**

Correspondence Type	Sorting Date	ND or D/ND
Affidavit of Publication	Earliest Stamp Date	ND
Amendments to Conditions of Approval	Directly behind permit before original conditions of approval.	D/ND
Extensions of Time (ET)	OSE Approval Date (see also Section 2.7.1)	D/ND
Field Reports	<ul style="list-style-type: none"><li>• If internal (authored by OSE): date of report</li><li>• If external (not authored by OSE): Earliest Stamp Date</li></ul>	D/ND
Incoming Letters	Earliest Stamp Date	D/ND

OSE Memos	Date of Memo	D/ND
Outgoing Letters	Letter Date	D/ND
Notice For Publication	Issue Date	ND

## 2.7. Specific Instructions: Correspondence

This section describes specific instructions to note when S/C correspondence.

### 2.7.1. Extensions of Time (ET)

ETs are filed when a condition of a permit is not met within a specified timeframe. ETs are non-barcoded events, and are S/C behind the Water Right Transaction within the correspondence; however, the following should be noted when S/C ETs:

- a. ETs are placed in chronological order as correspondence by OSE approval date.
- b. The name on an ET is not necessarily the name listed on a permit, as changes of ownership may occur. It is important to determine the permit with which the ET goes based on permitted information rather than the name on the ET.
- c. If a COWNP has occurred, resulting in outstanding requirements applicable to both parent and child files, ETs and related correspondence will be filed in both the parents and child file transaction packets.

### 2.7.2. Oversized Documents

- a. Transaction packets must only contain letter and legal sized documents. If a transaction contains a document larger than 8½” x 14” (legal), that document is reduced using the photocopier, to a size that is either letter or legal sized. The photocopied sheet is placed in the transaction packet in chronological order for imaging and the oversized document is placed behind an “Extra Copies” pink sheet (see Attachment 2 and SP-019\_Map & Multiple Tech Report Procedures).

**NOTE:** Oversized documents, extra copies (see Section 2.8.1), and onion skins (see Section 2.8.2) can be behind the same “Extra Copies” pink sheet.

- b. If it is impractical to photocopy and reduce an oversized document, discuss options with an imaging supervisor.

### 2.7.3. Meter Records

- a. Letters of delinquency are placed in date order with correspondence.
- b. Actual meter readings are not S/C with water right transactions. Take meter readings to the PM for return to the district.

### 2.7.4. Original Photos

- a. All staples are removed and photos are taped to an 8½” x 11” (letter) sized piece of paper.

- b. If there is information on the backside of the photo, copy it and tape the photo to the page so that all the information is viewable.
- c. Flag photo page for special handling by the imaging staff.
- d. Filed photos by date (be sure to determine if they are an attachment to a piece of correspondence, in which case, they are to be placed behind said correspondence). If no date is found, file behind the oldest correspondence in the transaction packet.

**2.7.5. Email Correspondence**

- a. If email correspondence in the water right file involves external parties (i.e., not OSE personnel) file the email by earliest date in email sequence.
- b. If email correspondence in the water right file does involve OSE personnel, discuss with a supervisor before sorting it with the file.

**2.7.6. Documents with Sensitive Personal Information (e.g., social security numbers, bank account numbers, etc.)**

- a. Be aware of documents such as death certificates, bank checks, or any other documentation with sensitive personal information. For such documents, blackout sensitive information with a black marker so it is not imaged and therefore, not accessible to the public on the web via NMWWRS. Discuss with a supervisor or PM when in doubt.
- b. Documents marked with “Attorney-Client Privilege” (or similar) should not be imaged. Place at the back of a transaction packet behind an “Information Only” pink sheet (see Attachment 2).

**2.7.7. Electronic Media (diskettes, CDs, tapes, etc.)**

- a. Place electronic media in a large manila or yellow mailing envelope and secure the opening so the media cannot fall out.
- b. Using a two-hole punch, punch holes in the envelope taking care not to damage the electronic media.
- c. Prong the envelope to the back of the transaction packet behind an “Information Only” pink sheet (see Attachment 2).
- d. Place an “Electronic “Media placeholder sheet (see Attachment 4) in appropriate date order within the correspondence to indicate the existence of the electronic media. Write the requested information on the “Electronic Media” placeholder sheet.



**NOTE:** Do not attempt to open the electronic media on a computer or any other device, as the age and quality of this media may be questionable. Accessing or opening such media could cause inadvertent damage to the media and/or the device in which it is accessed/opened.

**2.7.8. Memos (Recommendation, Transmittal, Reports)**

Any attachment to a memo (such as a field check, technical information, well logs, copy of nearest well permit, etc.) is placed directly behind the memo.

**2.7.9. Lone Documents**

If any document is left after finishing the S/C on a file, discuss it with a supervisor or PM. All documents should have a place. It is possible that the document is filed in the wrong file, in which case, it is important to locate the correct file.

**2.8. Extra Copies and Friable Paper**

**2.8.1. Extra Copies**

- a. Since water right files are combined from multiple sources, often there are multiple copies of the same document. Transaction packets are comprised of the best original copy of the Water Right Transaction, events, and correspondence. Extra Copies are placed at the back of the transaction packet behind an “Extra Copies” pink sheet (see Attachment 2).

**NOTE:** Oversized documents (see Section 2.7.2), extra copies, and onion skins (see Section 2.8.2) can be behind the same “Extra Copies” pink sheet.

- b. In the case of having two copies of any document, ensure the second document is not an attachment to something else in the transaction packet. If it is, place it in order behind said document as an attachment.

**2.8.2. Friable Paper**

- a. Friable documents, even in good condition, can be damaged by imaging equipment. To ensure important documents are not damaged, the abstractor will make photo copies of friable documents for imaging with the exception of onion skins that are in good condition. If the onion skin is in good condition, the abstractor only need make a copy when its content is pertinent to the determination of the water right. Abstractor should check the file to see if a photo copy of the original document already exists. The photocopied sheet is placed in chronological order within the transaction packet for imaging. The original friable document is placed at the back of the transaction packet behind an “Extra Copies” pink sheet (see Attachment 2). **NOTE:** if they are in good condition and not pertinent to the determination of the water right, it is not necessary to photocopy all friable documents.
- b. If it is impractical to photocopy the friable paper, flag the edge of the page with a Post-It note and instructions for imaging staff handling.

## **2.9. S/C Complete**

Prepare and bind transaction packets according to Section 3.0, Transaction Packet Preparation.

## 3.0 TRANSACTION PACKET PREPARATION

### 3.1. General Document Preparation

#### 3.1.1. Affidavits of Publication (AOP)

- Tape all edges of AOP securely to the affidavit page.
- If the AOP does not fit on the affidavit page, separate it from the page, and affix it to a 8½” x 11” white sheet of paper as described in Section 3.1.2.

#### 3.1.2. Paper Pieces Smaller than 8½” x 11” (may include loose or sticky/Post-It notes)

- Tape all edges of small paper pieces to an 8½” x 11” white sheet of paper.
- If a small paper piece has information on both sides, photocopy one side and tape it to the photocopy with the opposite side of the paper face-up to ensure that both sides get imaged.
- For better image appearance, tape small pieces of paper high on sheet.

#### 3.1.3. Certified Mail Receipts

- Photocopy one side of the certified mail receipt card.
- Tape all edges of the card to the paper with the opposite side of the card face-up to ensure that both sides get imaged.
- Add the signature slip to the bottom of the paper.
- File in date order. Generally, this will place the card on top of the associated memo.

#### 3.1.4. Torn Edges

Tape all torn edges to prevent damage during imaging.

#### 3.1.5. Staples

Remove all staples from documents to prevent damage during imaging.

#### 3.1.6. Colored Document/Photo

Flag the edge of color documents so the flag is visible to imaging staff with a sticky note marked “COLOR”.

#### 3.1.7. Highlighting Information

Occasionally, a sorter may feel it is necessary to highlight information in a transaction packet. It is very important not to use any highlighter color other than yellow. If black-and-white scanner settings are used (most common) other highlighter colors will result in poor imaging quality, or “blacked-out” information. If it is preferable for different colored highlighting to be viewable when imaged, flag the document as “COLOR” as discussed in Section 3.1.6 above.

## **3.2. Final Transaction Packet Preparation and Binding**

- 3.2.1. Final transaction packets are composed of the best original documents.
- 3.2.2. Each transaction packet and barcoded event is separated using a yellow separator sheet. The purpose of the yellow separator sheet is to easily identify separate transaction packets, to identify the type of Water Right Transaction within, and to assist with abstracting. At a minimum, write requested information on the yellow separator sheet. Additional information may be written on the yellow separator sheet if desired.
- 3.2.3. “Extra Copies” and “Information Only” pink sheets are pronged at the back of the transaction packet.
- 3.2.4. Transaction packets are physically created using a two-hole punch, and are bound together with a metal prong in the following order:
  1. Events (multiple events for one Water Right Transaction are placed in date order from oldest to newest, with newest being on top)
  2. Water Right Transaction and related correspondence
  3. WATERS Pink Sheets (“Extra Copies” and “Information Only”).
- 3.2.5. Order all transaction packets (and water right transfer packets, as applicable) for the water right file in date order, from oldest (on bottom) to newest. Non-domestic permits with file and approval dates are placed in chronological order based on approval date. Domestic permits are placed in chronological order based on file date.

**ATTACHMENT 1  
NON-BARCODED EVENTS**

The following events are not separated by a yellow separator sheet during S/C and are provided here for information only.

<b>Event Code</b>	<b>Event Description</b>	<b>Event Code</b>	<b>Event Description</b>
ACT	Action	INC	Incomplete Application
AGC	Aggrieved Cancellation of Pmt	INW	Incomplete Well Log Filed
AGG	Aggrieved Action of SEO	LAT	Late Well Log Filed (Exp Pmt)
AOP	Affidavit of Publication rev	LBA	Log/PBU Approval
APC	Appealed cancellation of Pmt	LCA	Log/PCW Approval
APL	Appealed Action of SEO	LCB	Log/PCW/PBU Approval
ARC	Artesian Compliance	LGR	Log Reminder Letter (Non Dom)
ARM	Rec & Arch - map file location	LRL	Well Log Letter of Transmittal
ART	Artesian Approval Letter sent	MAR	Actual Mtr Reading, not Use
ARV	Rec & Arch - file location	MBK	Meter Broken Letter
AWL	Artesian Non-Compliance Letter	MIR	Meter Installation Request Frm
CAN	Cancel Incomplete Application	MOU	Meter Over Use Letter
CAP	Change Abstract to In_Process	MRF	Meter Reading Form
CEM	Cancel Emergency Authorization	MRM	Meter Installation Past Due
CHG	Change of ownership Full	MRR	Meter Reading Reminder Letter
CN5	Meter Installation Request	MTR	Meter Report Received
CN8	Condition 8 Approval letter	MUS	Meter Use Letter
CN9	Condition 9 letter	NFP	Notice for Publication
CNA	Cancel Application (No AOP)	NLG	Log Approval
CNC	Cancel PMT (not in good stand)	NRM	Notice of Publication Reminder
CNO	Cancel App (No change of Own)	NUC	No PBU or PCW Approval
CNP	Corrected Notice for Pub. Sent	PCA	PCW Approval
CNV	Converted from Main Frame	PIN	PCW Incomplete Letter
COO	Change of Ownership Required	PNC	PCW Past Due Letter
COR	Corrected Application Received	PRE	Pre-Recommendation
CPA	Change In_Process to Abstract	PRG	Purge Conversion Transaction
CPU	Complete PBU Filed (Corrected)	PRM	PCW Reminder Letter
CPW	Completed PCW Received	PRO	Protested Application
CRV	Received Change of Ownership	PRT	Partial Approval
CWL	Corrected Well Log Received	PUA	PBU Approval
DEN	Denial Letter sent	PUC	PBU/PCW Approval
DRY	Dry well log received	QAT	Quality Assurance Completed
EMG	Emergency Authorization Letter	REJ	Rejected
ETB	Extension of Time PBU	RET	Certified Letter Return Rcvd
ETC	Extension of Time PCW	RM1	Meter Reading Past Due Letter
ETD	Extension of Time Denied	RUB	Re-Update the WR Database
ETR	Extension of Time Received	SAR	Set Application Received
ETU	Extension of Time PBU/PCW	SARM	Manually Set Application Rcv
EXP	Expired Permit (well log late)	SET	Set aside
FCN	Finalize Cancel of permit	UIN	Incomplete PBU filed
FIN	Final Action on application	UNC	PBU Non-Compliance
FTN	Finalize non-published Trans.	URM	PBU Reminder Letter
HB	Home Builder Notification	WAP	General Approval Letter
HEA	Hearing Examiner Appointed	WDP	Withdraw Permit
HNH	Notice of Hearing	WDR	Withdraw Application
HPC	Pre-Hearing Conference	WNL	No Log Approval Letter
HPO	Pre-Hearing Order	WRD	Protest Withdrawn
HRG	Hearing Requested	WRM	Well Log Reminder Letter

## **ATTACHMENT 2 PINK SHEETS**

See the following pages for these Pink Sheets:

- Extra Copies
- Information Only

To use these sheets during S/C, they must be printed on pink paper.

**EXTRA COPIES**  
(DO NOT IMAGE)

**INFORMATION ONLY**  
(DO NOT IMAGE)



**ATTACHMENT 3**  
**“OVERSIZED MAP OR TECH REPORT” PLACE HOLDER SHEET**

See the following page for the “Oversized Map or Tech Report” Place holder Sheet. To use this sheet during S/C, it must be printed on white paper.

**OVERSIZED MAP OR TECH REPORT  
PLACEHOLDER**

**FOR HARDCOPY IN ARCHIVES SEE:**

File No: \_\_\_\_\_

Transaction No: \_\_\_\_\_

Event No: \_\_\_\_\_

Number of Maps: \_\_\_\_\_

Archive Box No. \_\_\_\_\_

Abstractor notes:

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OSE personnel use this sheet as a placeholder to mark the location of an oversized map within a transaction packet.

**ATTACHMENT 4**  
**“ELECTRONIC MEDIA” PLACE HOLDER SHEET**

See the following page for the “Electronic Media” Placeholder Sheet. To use this sheet during S/C, it must be printed on white paper.

# ELECTRONIC MEDIA PLACEHOLDER SHEET

(Such as: Electronic Tape, Diskette, VHS, DVD, CD, etc.)

Title of Media: \_\_\_\_\_  
Type of Media: \_\_\_\_\_  
File Number: \_\_\_\_\_  
Transaction Number \_\_\_\_\_  
Date of Media: \_\_\_\_\_  
Other Information: \_\_\_\_\_

OSE personnel use this sheet as a placeholder to mark the location of electronic media within a transaction packet. Electronic media for this transaction is accessible by contacting the OSE Water Rights Abstracting Bureau.

**ATTACHMENT 5**  
**WATER RIGHT ABSTRACTING: COMPLEXITY LEVELS OF TRANSACTIONS**

<b>Complexity Level</b>	<b>Description</b>	<b>Type of Transactions</b>	<b>Qualification Upon Completion</b>
Level 1-A	Domestic well documents entered through the domestic module in WATERS	NMSA 72-12-1 Permits NMSA 72-12-1 Change of Ownerships	For Engineer Technicians: Qualified 1 For Engineer Basic: Introduction
Level 1-B	Basic non-domestic documents with a "To" quantity screen in WATERS	HS: Hydrographic Survey NOIAP: Notice of Intention to Make Application for Permit OOJ: Offer of Judgment ORDER: Order of District Court CLOSE: Closed File COWNF: Change of Ownership Full DCL: Declaration of a Water Right EXPL: Exploratory De-Watering Domestic/Livestock Application to Appropriate	For Engineer Technicians: Qualified II
Level II	Documents with a "To" quantity screen in WATERS	ADM: Administrative Permit APPRO: Application to Appropriate HS: Hydrographic Survey HSAD: Hydrographic Survey (Accumulative) NOIAP: Notice of Intention to Make Application for Permit OOJ: Offer of Judgment OOJAD: Offer of Judgment (Accumulative) ORDER: Order of District Court ORDERAD: Order (Accumulative) CLOSE: Closed File DCL: Declaration of a Water Right DCLAD: Declaration (Accumulative) ENLRG: Application to Enlarge an Existing Right EXPL: Permit to Explore FCDAM: Flood Control Dam LIC: License LICAD: License (Accumulative) REPAR: Application to Repair Well RFP: Return Flow Plan SUPPL: Application for Supplemental Well (GW) WTRMA: Water Master De-Watering	For Engineer Basic: Engineer Qualified I
Level III	Documents with a "To" and "From" quantity screen in WATERS	ALTD: Application for Alternative POD (SW) CLW: Change Location of Well (GW) COWNP: Change of Ownership Partial (Split Water Right) CLWPL: Change Location of Well & Place of Use (GW) CLWPP: Change Loc. of Well & Place & Purpose of Use (GW) CLWPU: Change Location of Well & Purpose of Use (GW) COMB: App to Combine &/or Comingle Existing Right CPD: Change Point of Diversion (SW) CPDPL: Change POD & Place of Use (SW) CPDPP: Change POD & Place &/or Purpose of Use (SW) CPDPU: Change POD & Purpose of Use (SW) CPLA: Change Place of Use (GW) CPLAS: Change Place of Use (SW) CPPSW: Change Place &/or Purpose of Use (SW) CPPU: Change Place & Purpose of Use (GW) CPUR: Change Purpose of Use (GW) CPURS: Change Purpose of Use (SW) DED: Dedication GTSP: Change POD & Place & Purpose of Use (GW to SW) GWTSW: Change POD (from GW to SW) OWMAN: Owner Management STGPP: Change POD & Place or Purpose of Use (SW to GW) SWTGW: Change POD (from SW to GW)	For Engineer Basic: Engineer Qualified II