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Worksheet 2T.11: How Good Are Your Records? (<http://misadocuments.info/2T.11HowGoodAreRecords.pdf>)

HOW GOOD ARE YOUR RECORDS?

Use the space below to document current recordkeeping practices by management area and to consider what, if anything, needs to change during transition. For example, describe whether you use a calendar, notebook or computer software to maintain records. Use the line after each records title to identify the person(s) responsible for recordkeeping. Next, consider what new recordkeeping practices will be required for an OSP or OSPH. Recordkeeping forms are available through ATTRA (<https://attra.ncat.org/organic.html>), or check out COG Pro for online recordkeeping (<https://cog-pro.com>).

Production records (person responsible):

- a. Crop recordkeeping practices:

- b. Livestock recordkeeping practices:

- c. Processing recordkeeping practices:

Marketing records (person responsible):

- a. Crop recordkeeping practices:

- b. Livestock recordkeeping practices:

- c. Processing recordkeeping practices:

Human resource records (person responsible):

- a. Labor (hourly, salaried) recordkeeping practices:

- b. Tax and workers compensation recordkeeping practices:

Financial records (person responsible):

- a. Expense recordkeeping practices:

- b. Income recordkeeping practices:

Will current recordkeeping practices satisfy OSP or OSPH requirements? (Visit the National Organic Program website to learn about organic recordkeeping regulations: www.ams.usda.gov/nop.)