WORKSHEET 4T.18

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Worksheet 4T.18: Recordkeeping Strategy
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RECORDKEEPING STRATEGY

Briefly describe the type of records needed for organic certification, handling and marketing. (See *Text Box 4T.3: Examples of Records Needed for Organic Certification*.) This may vary depending on whether you will maintain a split operation or plan to custom hire some of the activities. Be sure to note who will be responsible for recordkeeping tasks! Finally, summarize your recordkeeping strategy under "Business Plan Input." This can be added to the *Management and Organization* section of AgPlan.

Records needed:

Research you have done to learn about organic recordkeeping, audit trails and lot numbers:

System you intend to use for recordkeeping (e.g., computer software, three-ring binder, shoe box):

Person(s) responsible for recordkeeping:

Business Plan Input - Recordkeeping Strategy Summary: