# Beginning Farmer Digital Record Keeping Guide

A guide to digital record keeping for beginning farmers. It helps choose tools, organize files, and protect data so farm records stay safe and easy to find.

Farm / unit: _____ Date: _____ By: _____

1. Decide what to digitize
2. Choose a simple tool
3. Set up a folder structure
4. Name files consistently
5. Scan receipts and papers
6. Back up on a schedule
7. Protect with strong passwords
8. Share access with advisors carefully
9. Review yearly

**YOUR NOTES**

**TIP** Keep a backup in a second location so one failure never loses your records.



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