Farm Digital File Organization Guide

A farm digital file organization guide for naming and sorting scans, photos and spreadsheets in folders, so owners and partners can find records without searching.

Farm / unit: _____ Date: _____ By: _____

1. Choose one main folder location
2. Create folders by topic
3. Pick a simple file naming style
4. Scan paper records regularly
5. Sort photos by field or project
6. Keep one master copy of each file
7. Delete duplicates and drafts
8. Back up to a second place
9. Share only what others need

YOUR NOTES

TIP Write your naming rules on one page so everyone on the farm uses them the same way.