Farm Filing System Guide

A farm filing system guide for setting up folders for bills, receipts, contracts and animal and crop records, so owners can find any paper quickly and keep the office orderly.

Farm / unit: _____ Date: _____ By: _____

1. Pick a single filing location
2. List main record categories
3. Label a folder for each category
4. Sort new papers weekly
5. File by year within each folder
6. Separate active and closed items
7. Keep originals of key documents safe
8. Make a simple index page
9. Review and purge once a year

YOUR NOTES

TIP Start small with a few clear categories, and add folders only when you actually need them.

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