Farm Record Retention Guide

A farm record retention guide for deciding how long to keep tax, land, animal, chemical and employee records, and when to store or shred them, with a reminder to confirm periods with advisors.

Farm / unit: _____ Date: _____ By: _____

1. List record types you keep
2. Ask your tax professional about tax records
3. Check state rules for animal records
4. Check label rules for chemical records
5. Ask your attorney about contracts and titles
6. Set storage place for each type
7. Mark a review date each year
8. Shred old paper safely
9. Back up key files

YOUR NOTES

TIP Confirm required keeping periods with your accountant, attorney and the agency that governs each record.