Digital Record Keeping Migration Checklist

A checklist for moving farm records from paper or old software into a digital system, helping owners avoid lost data and confusion during the switch.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
List the record types to move	☐	☐	☐
Choose the new system	☐	☐	☐
Back up all original records	☐	☐	☐
Decide on naming and categories	☐	☐	☐
Test with one year of data	☐	☐	☐
Check imported records against originals	☐	☐	☐
Train everyone who enters data	☐	☐	☐
Keep paper copies until verified	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Move one record type at a time and keep the originals until you have checked every imported entry.

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