



Farm Record Keeping and Documentation Checklist

Crop Records

Details about planted crops, yields, inputs, and management practices.

Planting Date

Seeds/Seedlings Planted per Acre

Fertilizer Application Rate (lbs/acre)

Pest/Disease Observation Date

Pest/Disease Notes & Treatment Details


Yield (bushels/acre)

Enter a number...

Crop Variety

- ☐ Variety A
- ☐ Variety B
- ☐ Variety C

Field Photos (Pre/Post)

 Upload File

Livestock Records

Information on animal health, breeding, feeding, and movement.

Animal ID

Enter a number...

Date of Birth

Enter date...

Breed

- ☐ Holstein
- ☐ Jersey
- ☐ Angus
- ☐ Hereford

Notes on Health or Behavior

Write something...

Date of Last Vaccination

Enter date...

Weight (lbs)

Enter a number...

Status

- ☐ Active
- ☐ Sold
- ☐ Deceased

Financial Records

Tracking income, expenses, loans, and investments related to the farm.

Gross Income (Sales)

Enter a number...

Cost of Goods Sold (COGS)

Enter a number...

Operating Expenses

Loan Payments

Interest Paid

Transaction Date

Description of Transaction

Net Profit/Loss

Equipment Maintenance Logs

Records of equipment repairs, servicing, and inspections.

Maintenance Date

Enter date...

Equipment Name/ID

Write something...

Operating Hours/Mileage

Enter a number...

Description of Maintenance Performed

Write something...

Parts Cost

Enter a number...

Maintenance Type

- ☐ Preventative
- ☐ Repair
- ☐ Inspection

Attach Photo/Document

 Upload File

Mechanic Signature

Input Inventory & Usage

Tracking purchases, storage, and application of fertilizers, pesticides, and herbicides.

Quantity of Fertilizer A (lbs)

Quantity of Herbicide B (gallons)

Quantity of Pesticide C (ounces)

Date of Input Purchase

Lot Number

Supplier

- ☐ Supplier A
- ☐ Supplier B
- ☐ Supplier C

Application Rate (lbs/acre)

Enter a number...

Date of Application

Enter date...

Labor Records

Documentation of employee hours, wages, and training.

Employee Hours Worked

Enter a number...

Hourly Wage

Enter a number...

Gross Pay

Enter a number...

Deductions (Taxes, Insurance)

Enter a number...

Net Pay

Enter a number...

Date of Payment

Enter date...

Employee Role

- ☐ Farm Hand
- ☐ Equipment Operator
- ☐ Supervisor

Notes/Comments (e.g., Overtime, Training)

Write something...

Sales & Marketing Records

Tracking sales channels, pricing, and customer data.

Number of Sales

Enter a number...

Total Revenue from Sales

Enter a number...

Sales Channel

- ☐ Direct Sales (Farm Gate)
- ☐ Farmers Market
- ☐ Wholesale
- ☐ Online Store
- ☐ Community Supported Agriculture (CSA)

Customer Feedback / Comments

Write something...

Date of Sale/Marketing Campaign

Enter date...

Marketing Activities Used

- ☐ Social Media
- ☐ Email Marketing
- ☐ Local Advertising
- ☐ Website Updates

Number of Website Visits

Enter a number...

Regulatory Compliance

Records related to permits, inspections, and adherence to environmental regulations.

Last Environmental Inspection Date

Enter date...


Compliance Status (e.g., Compliant, Minor Issues, Major Concerns)

- ☐ Compliant
- ☐ Minor Issues
- ☐ Major Concerns

Summary of Inspection Findings

Write something...

Copy of Inspection Report

 Upload File

Permit Number (e.g., Water Usage Permit)

Enter a number...

Applicable Regulations (Select all that apply)

- ☐ Water Usage Regulations
- ☐ Pesticide Application Laws
- ☐ Fertilizer Use Restrictions
- ☐ Animal Waste Management Rules
- ☐ Organic Certification Standards

Expiration Date of Key Permits

Enter date...

Weather Data

Recording rainfall, temperature, and other relevant weather conditions.

Date of Observation

Enter date...

Time of Observation

Daily Maximum Temperature (°C)

Enter a number...

Daily Minimum Temperature (°C)

Enter a number...

Total Rainfall (mm)

Enter a number...

Average Humidity (%)

Enter a number...

Wind Conditions

- ☐ Calm
- ☐ Light Breeze
- ☐ Moderate Breeze
- ☐ Strong Wind

Additional Notes/Observations

Write something...

Insurance & Legal Documents

Maintaining copies of insurance policies, contracts, and legal agreements.

Insurance Policy Documents

 Upload File

Policy Expiration Date

Enter date...

Policy Coverage Amount

Enter a number...

Summary of Key Policy Terms

Write something...

Lease Agreements (if applicable)

 Upload File

Lease Agreement Start Date

Enter date...

Lease Agreement End Date

Enter date...

Contractor Agreements

 Upload File