

Recordkeeping – PPT Script

Community

Introduction

In this lesson I am going to help you understand the basics of effective recordkeeping and what record keeping means for you. We are going to look at the who, what, when, where and why of recording keeping.

1. What is recordkeeping?

Ask: Can someone tell me what is record keeping. (Let them give answers.)

(Answer) Recordkeeping is a management tool that is critically important when caring for animals, including 4-H and FFA projects. It is the responsibility all of livestock producers to keep accurate records for every animal in their care because consumer trust in the food supply depends on it.

Ask: What do you think you should be recording in your books about your animals? (Let them provide answers)

- Possible answers: animal ID, growth, medication, treatment logs, sex, breed, specie, income and expenses, etc.

2. Who is required to keep records?

Who is required to keep records? YOU!

Who else can help you with recordkeeping or answer any questions you may have? Answers: Parents, FFA Teachers, 4-H Advisors

So now we know who is responsible for keeping records, lets look more into what we should be recording for our animal.

3. The What?

At minimum our animal records should include: Animal ID, inventory of supplies, income/expenses, milk production (if applicable), growth records, breeding records, treatment records.

- Animal inventory (ID, breed, sex, birth, purchase, animal's picture, etc.) *important to know which animal is which
- Inventory of supplies *good to know what supplies you have already so you have a better understanding of what may be needed.
- Income/Expenses *keeping track of income and expenses will show you if your project made any money. This is no different than farmers tracking expenses to understand how the business side of farming is going.

- Milk production (if applicable)*this could show you trends of your herds milk production or alert you there may be an issue, i.e. multiple cases of mastitis.
- Growth records *helps ensure our animals are growing and hitting target weights.
- Breeding records *help prevent inbreeding
- Treatment records *understand medications given and be able to calculate withdrawal times

4. The Why?

Why is it important to keep accurate records?

- Learn about your animal, the feed they require, the cost of feed, and your animal's habits.
- Plan and budget future projects.
- Keep track of all medications and treatments given.
- Improve understanding of management practices.
- Know if you made or lost money.
- Keep documentation of your project activities.

5. Knowledge Check

What is recordkeeping?

- Keeping your records in a safe place.
- A management tool that is critically important when caring for an animal.
- The act of keeping records in alphabetical order.

Answer: B. A management tool this is critically important when caring for an animal.

6. Only as Good

KEEP IN MIND – animals records are only as good as the information you put in them. Take your time and log information frequently. Do not wait to log any treatments so information is not forgotten. Write neatly so anyone can pick up your records and read what you wrote.

7. The How?

Maintaining good animal records is critical to the success of your project and be able to see the big picture of raising your animal. Now lets look at how you may be keeping your records this year.

If you are a 4-H member you will keep your project book up to do date, you may keep your records digitally (you must print them off and include in your book for your interview), and keep any receipts.

8. 4-H Record Books

These are images of what we are referring to when we say 4-H record books. It is required for all Ohio 4-H youth to purchase and complete record books yearly.

9. The How?

If you are in FFA your records will need to be kept online at the web address on the screen. Make sure you are keeping all pertinent information such as receipts, medications records, etc. In a safe place so you have them when needed.

10. FFA Recordkeeping

This is an image of what the website looks like that FFA members will need to use to log in and complete records.

11. Did you know?

Breakdown by specie of how long records need to be kept.

12. Knowledge Check

How long should dairy cattle records be kept?

- A. 1 year
- B. 2 years
- C. 5 years

Answer: C. 5 years

13. The Ultimate Why!

At the end of the day it is your job to ensure the quality care of your animals which helps increase consumer confidence in you as producers. This starts and ends with good recordkeeping.