

# Smartphone Recordkeeping for Organic Documentation (Two-Page Guide)

Your smartphone is a powerful tool to help document organic compliance, if used correctly. This guide will illustrate how to turn quick field photos into a documentable audit trail, allowing you to chronicle inputs in real-time. *While a photo is easy to take, it must eventually be documented in a Field Activity Log to provide the context an inspector requires.*

## THE ESSENTIALS

<p><b>Step 1: What You're Documenting</b></p> <p>Seed purchases (organic or untreated). Input purchases (fertilizers, amendments, pest controls). Receipts showing vendor, date, item, quantity. Seed tags and product labels.</p>	<p><b>Step 2: How to Take Certifier-Ready Photos</b></p> <p>Use good lighting (daylight is best). Lay items flat on a plain background. Make all text readable. Take multiple photos if needed.</p>
<p><b>Step 3: Be Sure to Include</b></p> <p>Receipts (Vendor name, item name, quantity, etc.). Seed Tags (Crop &amp; variety, lot number, etc.). Input labels (Product name, ingredients, etc.).</p>	<p><b>Step 4: Do It Now (Not Later)</b></p> <p>Photograph receipts within 24 hours. Photograph seed tags before disposal. Photograph input containers before reuse or discard.</p>

## ORGANIZE AND STORAGE INSTRUCTIONS

<p><b>Simple File Naming System</b> Use this format: YYYY-MM-DD_Vendor_Item_Type</p> <p>Examples: 2026-03-12_Seedway_Corn-Organic_SeedTag.jpg 2026-04-01_SouthernStates_Lime_Receipt.jpg 2026-05-10_FarmSupply_Emulsion_Label.jpg</p>	<p><b>Cloud Folder Setup (Do This Once)</b> Choose a single service (Google Drive, Dropbox, etc.).</p> <p>Create dedicated folders for each type of receipt for easier organization.</p>
<p><b>Short and Sweet Process</b> Take photo. Rename file. Upload to correct folder.</p>	<p><b>Monthly 10-Minute Check</b> Confirm photos are readable. Delete duplicates. Make sure everything is uploaded.</p>

### Additional Guidance

- **Write down what you do each day on the farm.** Block off 5-10 minutes each evening to recount the specific tasks you and your staff accomplished either in a journal or a planner. You don't need long or excessively detailed entries; just enough so that you can look back and understand your observations and listing of tasks (for instance, field preparations, planting, irrigating, pest/weed management, weather conditions, etc.).
- **Create recordkeeping sheets that are specific to your farm.** In addition to a journal of your daily notes, some find it useful to have separate Excel spreadsheets (or printed sheets) with various recordkeeping focuses. [Templates already exist](#) and can be tweaked to make them more relevant to your farm's systems. If you prefer printed copies, place these sheets on clipboards in protected areas around the farm where you need them the most.
- **Compile your notes and sheets into a master file regularly.** Your master file can be stored in the cloud just like your photos, and organized in countless ways (for instance, by field, crop, or growing season).

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