

Section seven	Recording keeping	Page
7.1	Farm records	1
7.2	Deadlines	2
7.3	Keeping us updated with your details	2

7. Record keeping

7.1 Farm records

You must keep records of all cattle births, movements and deaths, which include details of:

- the ear-tag number;
- the date of birth;
- the sex;
- the breed;
- the dam identity;
- the date of movements 'on' and 'off' your holding;
- the details of where the animal has moved to or from; and
- the date of death.

You must keep a record of all cattle movements even if you don't have to report them to us. You must also record links with other farms in your farm records, and movements between your farm and the linked farm.

The records may be paper or stored on a computer, and must record details of births, movements 'on' and 'off' the holding, and deaths. You can use an Agriculture Department Herd Register, a Local Authority Record Book, a computerised spreadsheet, software package or a record book. As records must be available on request, if you keep your records on computer, you may wish to keep a paper copy as a back-up.

You must keep farm records for **10 years**, and three years in any other case (for



example markets), from the end of the calendar year in which the last entry was made.

7.2 Deadlines

You must complete your farm records within the following deadlines.

- 36 hours in the case of movements 'on' or 'off' a holding.
- 7 days for the birth of a dairy animal.
- 30 days for the birth of all other cattle.
- 7 days for a death.
- 36 hours for replacement ear tags.

We recommend you update your records as soon as possible after the event as this makes it easier to keep your records accurate.

7.3 Keeping us updated with your details

It is important that you keep us updated with your contact details as we use these to get in touch with you. Please let us know if you change any of your contact details including your:

- telephone number;
- holding address;
- correspondence address (if different from your holding address); and
- e-mail address.

If your telephone number is inaccurate, it may prevent you using the Self Service Line.