

# A FARM & HOME Filing System For North Dakota Farm Families

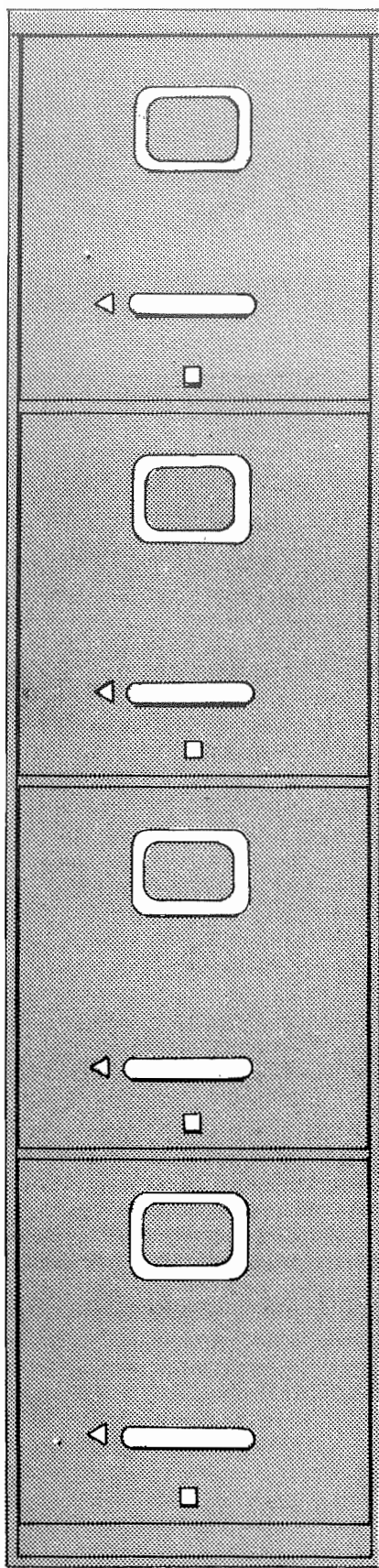
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## Some ideas to help you make this file system work

1. Materials needed to start an effective filing system:
  1. A file cabinet
  2. Guide cards
  3. Folders

*Note:* You can purchase the above equipment at any office supply store.

2. One of the most important tools needed with this system is a large waste basket. Decide if you will really ever use the item filed.
3. Keep everything together in one place. One exception, there are three parts to the systems: Black - business; Green - production; Blue - home. You can keep these sections together or you may wish to keep them in different places. The system is designed for use either way.
4. This system is flexible in several ways. Follow this rule: Put material in the folder where you will think to look first for it. Note that everything is numbered as well as named. When you go to file something, you have several choices. One is merely to write the number at the top of material (example BU 6-1). Or you can write the name of the file area - Income Tax. Some folks write number and name on material. Marking will help you put the item away again after you take it out for use.
5. Always mark material in the same place (example, upper right hand corner).
6. The system is flexible in that there is no limit to the number of folders that can be used following each guide card division. You can also add guide cards if needed.
7. This is an active file for quick, handy reference. Don't use it for storage. Items that will seldom be used should be placed in a storage file.
8. Don't let your folders get too full. After one inch of material is accumulated you should plan to divide it into two folders.
9. Keep filing system current. Transfer items out to storage regularly. For example, the areas BU 4-1 or BU 6-2 can soon get overloaded.
10. Correspondence - file letters of correspondence in specific folders such as a letter from a credit agency would be filed under BU 5-1; Income Tax Information BU 6-1; ASC correspondence PR 1-4; letter from Aunt Mary on recipes HO 1-3.
11. Youth - if you need a youth folder you have two choices: add a folder and call it BU 9-3 or place material in HO 6-2. Here you could add one folder for each child. Note specific folder under definitions.



**COOPERATIVE  
EXTENSION  
SERVICE** **EXT**

North Dakota State University Fargo North Dakota 58105

**BUSINESS SECTION  
(BLACK)**

**BU 1 BILLS UNPAID\***

- BU 1-1 Farm Bills Unpaid
- BU 1-2 Home Bills Unpaid
- BU 1-3 Landlord's Bills and Records\*

**BU 2 BILLS PAID**

- BU 2-1 Bills Paid (not yet posted)
- BU 2-2 Bills Paid and Posted

**BU 3 INCOME OR RECEIPTS**

- BU 3-1 Farm Sale Receipts and Deposit Slips\*
- BU 3-2 Other Income

**BU 4 ACCOUNT BOOKS AND INVENTORIES\***

- BU 4-1 Farm Account Book
- BU 4-2 Inventories and Depreciation Records
- BU 4-3 Farm Record Analysis & Summaries\*
- BU 4-4 Home Account Book
- BU 4-5 Household Inventories

**BU 5 BANKING – BORROWING**

- BU 5-1 Loans\*
- BU 5-2 Savings – Stocks – Investments
- BU 5-3 Net Worth Statements
- BU 5-4 Deposit Slips

**BU 6 TAXES**

- BU 6-1 Tax Information
- BU 6-2 Income Tax\*
- BU 6-3 Personal Property Tax
- BU 6-4 Social Security

**BU 7 INSURANCE**

- BU 7-1 Auto – Buildings – Liability
- BU 7-2 Life and Health
- BU 7-3 Workman's Compensation

**BU 8 BUSINESS MANAGEMENT**

- BU 8-1 Leases – Agreements – Transfers
- BU 8-2 Credit Information
- BU 8-3 Budgets – Forward Planning
- BU 8-4 Farm Reorganization Plans
- BU 8-5 Reference Material
- BU 8-6 Labor\*

**BU 9 ORGANIZATIONS**

- BU 9-1 Farm Organizations
- BU 9-2 Church and Community

**BU 10 VALUABLE PAPERS\***

- BU 10-1 Notes and Mortgages
- BU 10-2 Abstracts
- BU 10-3 Deeds
- BU 10-4 Birth Certificates
- BU 10-5 Government Bonds
- BU 10-6 Wills
- BU 10-7 Marriage Certificate
- BU 10-8 Stock Certificates
- BU 10-9 Service & Veterans

**PRODUCTION SECTION  
(GREEN)**

**PR 1 CROPS AND SOILS**

- PR 1-1 Soil Test and Field History Records
- PR 1-2 Fertilizer Records
- PR 1-3 Farm Maps and S.C.S. Material
- PR 1-4 A.S.C. Material\*
- PR 1-5 Hay and Pastures
- PR 1-6 Wheat\*
- PR 1-7 Other Crops  
(File material on Weed Control, Insects and Plant Disease with Crops to which they apply)

**PR 2 LIVESTOCK**

- PR 2-1 Major Livestock Enterprise\*
- PR 2-2 Breeding – Registration Records
- PR 2-3 Feeding
- PR 2-4 Health\*
- PR 2-5 Production Records

**PR 3 MACHINERY AND EQUIPMENT  
(include machinery and equipment manuals in folders below)\***

- PR 3-1 Cars and Trucks
- PR 3-2 Tractors
- PR 3-3 Wagons and Trailers
- PR 3-4 Tillage and Small Tools
- PR 3-5 Fertilizing and Manure Disposal
- PR 3-6 Cultivating and Spraying
- PR 3-7 Planting and Seeding
- PR 3-8 Harvesting and Storage
- PR 3-9 Barn and Milk House
- PR 3-10 Feed Grinding and Handling
- PR 3-11 Water and Electrical

**PR 4 FARM BUILDINGS**

- PR 4-1 Reference Material
- PR 4-2 Livestock Buildings
- PR 4-3 Machinery and Crop Supplies
- PR 4-4 Plans

**PR 5 SUPPLY CATALOGS**

- PR 5-1 Machinery and Equipment
- PR 5-2 Livestock and Crop Supplies

**HOME SECTION  
(BLUE)**

**HO 1 FOOD**

- HO 1-1 Meal Planning
- HO 1-2 Canning, Freezing, Pickling, etc.\*
- HO 1-3 Recipes

**HO 2 CLOTHING**

- HO 2-1 Cleaning, Care and Repair\*
- HO 2-2 Construction

**HO 3 FURNISHINGS**

- HO 3-1 Decorating
- HO 3-2 Buying and Selection
- HO 3-3 Care and Repair

**HO 4 MANAGEMENT**

- HO 4-1 Arrangement, Plans, Storage
- HO 4-2 Cleaning and Care
- HO 4-3 Household Insect and Pest Control

**HO 5 APPLIANCES AND EQUIPMENT\***

- HO 5-1 Major Equipment
- HO 5-2 Small Appliances

**HO 6 FAMILY LIVING**

- HO 6-1 Health and Safety\*
- HO 6-2 Children\*
- HO 6-3 Recreation and Crafts (Pond)\*
- HO 6-4 Personal and Correspondence\*

**HO 7 LAWN AND GARDEN**

- HO 7-1 Garden
- HO 7-2 Lawn

\*see instructions in next column

## DEFINITIONS

**Specific folder:** This is where you will put your material. This folder will carry a file designation in the upper left hand corner. It may also carry a more specific label in the upper right hand corner - placed there by you. For example, folder PR 2-1 Major Livestock Enterprise. In your case it may be dairy so you would print DAIRY in the upper right hand corner of the folder. You may want another folder under PR 2-1 with HOGS printed in the upper right hand corner. Another example - under HO 6-2 Children. You may want one folder for each child. If so, print HO 6-2 CHILDREN in upper left and MARY in upper right, etc.

**General folder:** The first folder directly behind a guide card could be a general folder. It could be used for material that's too general to be placed in one of the specific folders. You must add this folder to the system, if you desire it.

**Guide Card:** A heavy piece of cardboard with information printed on three positions, (1) left cut, (2) center cut, and (3) right cut. These cards serve as little "file signs" to guide you to the area you are looking for.

**File System Diagram:** This shows at a glance the entire filing system. It can be used when marking material for filing. Also when trying to decide under which area to file an item. Keep the diagram up to date when you make specific folders.

**Meaning of the Three Colors:** Black-this color is used to identify the business area of filing system. Green-under this area will be found all farm reference material. Blue-this area contains the home reference material.

## INSTRUCTIONS

### BUSINESS SECTION (BLACK)

**BU 1** This section is a working file for keeping material until bills are paid. After bills are paid, but not yet posted, they can be filed in BU 2-1. After bills are posted, file them in BU 2-2. Here you should have a folder for each month.

**BU 1-3** If your operations involve a landlord, here's where you can keep landlord's bills, records, and correspondence.

**BU 3-1** Place here all records of farm sales or other cash received. It is recommended that you make duplicate deposit slips and on these slips itemize by sources the money deposited.

**BU 4** If your file is large enough, here's the place to put your account books.

**BU 4-3** Here you file any farm records analysis made for your farm. If you save summary reports from Extension Service or from commercial account reports, here's where to put them.

**BU 5-1** You may find it helpful to use a separate folder for each financial institution you deal with such as Greengrass Bank, P.C.A., Federal Land Bank, etc.

**BU 6-2** You may want to keep tax returns from the last 2 or 3 years in this folder. There won't be room for the many bills and other substantiating data in this folder. You'll need to keep them in the storage file; however, you can include directions in the folder telling where the data is stored.

**BU 8-6** There could be an added folder for labor records for each employee.

**BU 10** Originals of valuable papers should be kept in a fireproof file or safe deposit box.

You'll want to keep a listing in this folder of the valuable papers you have in safe deposit box. (Examples: stocks, bonds, birth certificates, marriage papers, and notes. Examples of valuable papers that may be kept in the folder are school records, diplomas, newspaper clippings, carbon copies of wills, and contracts.)

### PRODUCTION SECTION (GREEN)

**PR 1-4** Farmers who experimented with the original file system found that it worked better to keep this material in different folders. Folders labeled wheat program, feed grain program, ACP, etc., would be helpful.

**PR 1-6** Individual folders for major crops.

**PR 1-7** Place here your material on miscellaneous crops. If you have enough material, you can make separate folders.

**PR 2-1** Read the section on Definitions dealing with Specific Folders for how to expand this area. You may want a place to put material on the farm pond. If it's for livestock water, put it here. If it's for recreation, put it under HO 6-3.

**PR 2-4** File here material on parasites, diseases and insects. Dairy farmers may want to keep milk inspection slips, plate counts, TB and Bangs reports, etc., in a separate folder.

**PR 3** If some manuals are too large to place in a folder then put them in back of the proper guide card. Some farmers have taken this entire section out of the house and put it in a covered box or file drawer in the barn or machinery shed.

### HOME SECTION (BLUE)

**HO 1-2** This is where you would keep bulletins, instructions, and recipes pertaining to canning, freezing, pickling, jellies, etc.

**HO 2-1** Place here garment labels that give care information. Include any information on mending or care of clothing.

**HO 5** Place instruction books, guarantees, and parts catalogs in these folders.

**HO 6-1** In this folder goes records of family members' shots, diseases that children have had, records of operations, address and phone number of nearest Poison Control Center, first aid material, etc.

**HO 6-2** This section on children is included for those families who have children that like to save things for current use such as school papers, 4-H Club, FFA

or FHA project material, etc. You may want folder(s) on each child. This section is for active use. Don't use it for a storage file.

**HO 6-3** Place here road maps, hunting instructions, fishing laws, etc. If farm pond is for recreation, file pond management material here. If pond is mainly for livestock water, file material under PR 2-1. If you have pets, here may be the place to put

this material. You may wish to have a folder with game and party recreation ideas.

**HO 6-4** In this folder place Christmas card lists, birthday dates, personal letters, subscription notices for magazines, and other similar matters. For specific topics such as a letter from your bank or from Aunt Mary about a new recipe, file in the specific folder.