

SCHEDULE 4

KEEPING AND RETENTION OF RECORDS

Records to be kept by purchasers

1. In respect of each quota year, a purchaser shall keep, and retain for the relevant period, records comprising—

- (a) details of each producer making deliveries to that purchaser, including—
 - (i) the name and address of each producer;
 - (ii) the wholesale quota available to each producer at the beginning and end of each quota year;
 - (iii) the representative fat content (butterfat base) of the milk delivered by each producer; and
 - (iv) the total quota available for the purchaser group concerned and weighted butterfat of that quota;
- (b) details, in terms of each delivery and each month, of the quantities of milk or milk equivalent which each producer has delivered to that producer;
- (c) details of the cumulative total of the quantities delivered to that producer each month by all producers;
- (d) details of the average fat content of deliveries per month of each producer;
- (e) details of the weighted average fat content of the cumulative total referred to in paragraph (c);
- (f) a list of purchasers and other undertakings which deliver treated or processed milk or milk products to that purchaser;
- (g) details, in terms of each such purchaser or undertaking and each month, of the quantities delivered to that purchaser by such purchaser or undertaking;
- (h) details of the use to which milk and milk equivalent collected from that purchaser has been put;
- (i) records of individual deliveries and accompanying collection documents identifying each delivery by producer, purchaser or other undertaking; and
- (j) all books, registers, accounts, correspondence, commercial data, vouchers and supporting documents relating to the business activities of that purchaser.