## **SCHEDULE 4**

## KEEPING AND RETENTION OF RECORDS

## Records to be kept by producers

- **2.**—(1) In respect of each quota year, a direct seller shall keep, and retain for the relevant period, records comprising—
  - (a) details of the quota held by that direct seller, including any permanent and temporary transfers of quota if appropriate;
  - (b) that direct seller's herd records (comprising number and breed of cows and calved heifers in dairy herd with details of numbers in milk and numbers dry);
  - (c) daily records of milk produced;
  - (d) details recorded as a result of that direct seller's participation in the National Milk Recording Scheme or other recording scheme;
  - (e) details of quantities of milk processed, methods of processing and quantities and type of milk products produced;
  - (f) details of quantities of wholemilk used in the production of milk products (with conversion rates applied);
  - (g) details of quantities and types of milk and milk products which are produced and used on that direct seller's holding for stockfeeding and human consumption;
  - (h) details of quantities and types of milk products which are disposed of (other than under paragraph (g)) or wasted on the holding;
  - (i) details of quantities and types of milk and milk products sold direct to the consumer or transferred free of charge from that direct sellers holding (including milk and milk products sold on the holding of that direct seller);
  - (j) details of quantities and types of milk and milk products purchased, exchanged or otherwise received by that direct seller, and records relating to their disposal; and
  - (k) details of stocks of milk and milk products held by that direct seller on a monthly basis.
- (2) Where a direct seller delivers milk or milk products to a purchaser, that direct seller shall, in respect of each quota year, also keep, and retain for the relevant period, records comprising—
  - (a) details of quantities and types of milk and milk products delivered wholesale by that direct seller and the name and address of any purchaser involved;
  - (b) the payment slips issued in respect of any such purchaser; and
  - (c) where there is a discrepancy between a payment slip of the purchaser and the relevant tanker receipt, that tanker receipt.