

SCHEDULE 2

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