# What makes a good record?

## Making a record: 4 Key things - Who? What? Where? When?

### Who?

Write your name preferably in the format Mr Joe Bloggs and please send us details so we can contact you, ideally a phone number and email if possible - **your details will not be passed on**.

### What?

State what species you have seen, or seen signs of - it does not matter if you know the Scientific name or not. If you can send a *photo* as well that will be even better.

### Where?

This is very important in helping to make sure your record can be verified. *All* records have to be verified to ensure we do not duplicate or collect inaccurate information, so having a detailed location and photograph can help immensely.

Providing a grid reference of *6 figures or more* is much more valuable at helping with location than a post code. Don't worry it doesn't have to be complicated to get a grid reference.

- If you are used to using OS maps then you can work out your Grid reference from that.
- Alternatively go to Bedfordshire Natural History Society's 'Grab a Grid Reference' **http://tinyurl.com/grabagrid** This site details an easy way to obtain an online grid reference.

### When?

The date of a record, written in the format dd/mm/yyyy, is also important for records. The time of day (08:00) can be useful, but is not critical if you cannot remember.

### Further Comments

Any further comments about the location and/or the species you spotted may help with your record.

### Submitting your record

Please don't forget this bit after your hard work of noting the above. CPERC would love to hear about your records, please submit them at http://www.cperc.org.uk/submit-records/ or contact the Biodiversity Outreach Officer at jane.andrews-gauvain@cperc.org.uk or on 01954 713572.

| Species | Location | Location Details | Grid Ref. | Date | Abundance | Comments | Recorder Name | Contact details |
|---|---|---|---|---|---|---|---|---|
| e.g. Common Toad | Ramsey Forty Foot | Wells Bridge | TL298880 | 01/01/2012 | 1 | Adult Male seen crossing road from north to south around 7pm. | Mr Joe Bloggs | 01234567891, j.bloggs@hotmail.co.uk |
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