



Records for Bucks and Milton Keynes Environmental Records Centre (BMERC)

Common name	Latin Name	Site	Grid ref	VC	Recorder	Determiner	Date	Quantity	Method	Sex	Stage	Status	Comment
Dodo	<i>Raphus cucullatus</i>	Bletchley Park	SP865339	24	Charles Darwin	A Wallace	01.01.1800	23	Field record / observation				Looked unwell.
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By submitting records to BMERC you are giving consent for them to be incorporated into BMERC's database and to disseminate them manually or electronically, including for environmental decision-making, education, research and other public benefit uses, commercial return, and to the NBN Gateway and / or its successors in accordance with BMERC's data access policy

Notes on how to fill the form in are on the reverse

Notes on how to use the form

For Information on wildlife to become a formal "record" ie an account of something which can be kept and used for various things in the future, it is absolutely necessary to collect some basic information. The minimum level needed is just four peices of informatio; , known informally as the four W's.

Who - Recorder column, ie who it was that saw the wildlife which you are trying to record.

What - ie which species it was that was seen, preferably as both its **Common Name** (ie Badger) and if known the **Latin Name** also (ie *Meles meles*). The Latin name isnt essential but is helpful to sort out some species which have more than one common name, ie Marsh Marigold (*Caltha palustris*) which is also known as May Blobs, Hay Blobs and Billy Buttons to name but a few.

Where - The **Grid Ref** (erence) column is to note where the wildlife was located when you saw it. An six figure grid refermce is ideal, ie SP826034. If not, a site name as well as a short **Comment** should be ok, although we may have to come back to you to check the location if it's a large site or an area with several names.

When - ie which **Date** it was seen. Ideally we need a full date ie 03.06.2016 for something found 3rd June 2016. If thats not known then a month will do - June 2016.

These four key pieces of information which are compulsory, are represented by the green coloured columns. If nothing else these need to be filled in.

A general example of a record is shown towards the top of the sheet in the red coloured cells. This one has a bit more information than the minimum, but not all cells are filled.

Greyed out cells are for BMERC use only and don't need filling in.

VC column - **Vice County**, basically this just means Buckinghamshire (broadly, a compliation of modern administrative Bucks and Milton Keynes.)

Determiner - for certain key species an expert determiner is needed to ensure the identification is corect. For example if you have checked a bird seen, with an expert who was with you or who is familar with the site, you would be the **Recorder** and they would be the **Determiner**. This field is not needed for many species.

Quantity - all records are taken to be for a single individual, unless otherwsiue stated. If you only saw one individual put a 1 in the column, if you saw 23 then put that instead. It can also be used for approximations, so for large bird flocks 500+ or something similar is also acceptable.

Method - this is pre-populated as text which covers all recording activity, and which is acceptable to our database. There is no need to do any more on this.

Sex - male or female, if you can tell. In some cases like many birds it is possible to tell which sex the organism is, for other organisms its not easily possible. For some species they arent either, or can be both. This cell can be left blank unless you think its important.

Stage - ie adult, juvenile etc. Again not necessary information, but for some groups it is regularly recorded and so the cell can information added to it.

Comment - somewhere to record something you feel is key information which doesn't fit in the other cells. Ie fi you had recordede a badger,m this would be the place to add a note to say that it was dead at the side of the road.