

## Recording Hints and Tips

- The Kent and Medway Biological Records Centre holds a database of species information in Kent, plants, fungi, animals, insects, and birds.
- For any record to be valid we need the four **W**'s:
  - **Who** – who made the record
  - **What** – what species they saw
  - **Where** – where they saw it (grid reference, postcode or place name).
  - **When** – the date they saw it.
- If you'd like to find out more about how providing records will help local wildlife, please visit our website: <http://www.kmbrc.org.uk/biorecording.htm>
- Or feel free to give us a ring on (01795) 532385 and we'll be happy to help.
- If you're interested in recording at a variety of sites there is a spreadsheet available to download which can be periodically emailed to us. If you do not have a computer we can send some alternative forms to you if you wish.
- It is completely up to you how often you record; some people send regular records once a month, others may only call when they've seen something interesting.
- Any species is a valid record however common or rare, and all records are welcome.
- Only record the maximum number of species seen at any one time. *For instance, if you see one frog 5 times in a day then the record is 1 frog, but if you see 5 frogs together then 5 frogs is the record.*
- The more detail and information you can provide the better the record is; you can provide extra information on a separate sheet if necessary.
- Most importantly recording should be fun!



N.B. Wildlife information will be kept on a database and made available to conservation groups, planners, academics and the general public. However, records marked confidential will not be given out.

We conform to the data protection act. We never give any names and addresses to third parties without prior consent.

Please return form to: Kent & Medway Biological Records Centre, Brogdale Farm, Brogdale Road, Faversham. ME13 8XZ.  
Tel: 01795 582385 Fax: 01795 582386 Email: [info@kmbrc.org.uk](mailto:info@kmbrc.org.uk) Website: [www.kmbrc.org.uk](http://www.kmbrc.org.uk)