

GUIDELINES FOR DOCUMENTATION OF IOWA BIRD RECORDS

The Records Committee of the Iowa Ornithologists' Union established the following guidelines for documentation of records at its meeting of September 20, 1980.

1. The following species should always be documented and reviewed by the Records Committee.

Arctic Loon	Sabine's Gull
Red-throated Loon	Thick-billed Murre
Brown Pelican	Band-tailed Pigeon
American Anhinga	Passenger Pigeon
Magnificent Frigatebird	Carolina Parakeet
Wood Stork	Smooth-billed Ani
Glossy Ibis	Groove-billed Ani
White-faced Ibis	Great Gray Owl
Roseate Spoonbill	Poor-will
Black-bellied Whistling Duck	Lewis' Woodpecker
Fulvous Whistling Duck	Black-backed Three-toed
Mute Swan	Woodpecker
Trumpeter Swan	Northern Three-toed
Eurasian Wigeon	Woodpecker
Common Eider	Western Pewee
King Eider	Gray Jay
Harlequin Duck	Northern Raven
Black Scoter	Pinyon Jay
Black Vulture	Carolina Chickadee
Swallow-tailed Kite	Boreal Chickadee
Mississippi Kite	Brown-headed Nuthatch
Harris' Hawk	Pygmy Nuthatch
Ferruginous Hawk	North American Dipper
Gyr Falcon	Rock Wren
Greater Prairie Chicken	Curve-billed Thrasher
Sharp-tailed Grouse	Sage Thrasher
Whooping Crane	Mountain Bluebird
Black Rail	Sprague's Pipit
Purple Gallinule	Black-throated Gray Warbler
Black-necked Stilt	Townsend's Warbler
Mountain Plover	MacGillivray's Warbler
Eskimo Curlew	Great-tailed Grackle
Long-billed Curlew	Western Tanager
Red Phalarope	Black-headed Grosbeak
Red Knot	Lazuli Bunting
Sharp-tailed Sandpiper	Painted Bunting
Purple Sandpiper	Gray-crowned Rosy Finch
Ruff	Hoary Redpoll
Parasitic Jaeger	Green-tailed Towhee
Long-tailed Jaeger	Baird's Sparrow
Iceland Gull	Golden-crowned Sparrow
Greater Black-backed Gull	McCown's Longspur
Laughing Gull	Smith's Longspur
Ivory Gull	Chestnut-collared Longspur
Black-legged Kittiwake	

2. The following species should always be documented and reviewed by the Field Reports Editor of Iowa Bird Life.
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|------------------|---------------------------|
| Red-necked Grebe | Glaucous Gull |
| Snowy Egret | Barn Owl |
| Ross' Goose | Burrowing Owl |
| Greater Scaup | Scissor-tailed Flycatcher |
| Surf Scoter | Black-billed Magpie |
| Northern Goshawk | Clark's Nutcracker |
| Golden Eagle | Bewick's Wren |
| Prairie Falcon | Varied Thrush |
| Peregrine Falcon | Townsend's Solitaire |
| Merlin | Prairie Warbler |
| King Rail | Pine Grosbeak |
| Yellow Rail | Lark Bunting |
| Marbled Godwit | Henslow's Sparrow |
| Whimbrel | Sharp-tailed Sparrow |
3. For the following species identifying features seen or heard should be given when reporting to the Field Reports Editor.
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|---------------------------|--------------------|
| Short-billed Dowitcher | Alder Flycatcher |
| Long-billed Dowitcher | Bohemian Waxwing |
| Yellow-bellied Flycatcher | Northern Shrike |
| Willow Flycatcher | Brewer's Blackbird |
4. Any species new to the state list should be independently and thoroughly documented and photographed if possible. As many experienced birders as possible should be notified if there is still a chance to observe the bird (This also applies to most birds listed under 1 and 2 above).
5. Reports of species seen at unusual times or in unusual numbers should also be documented, especially if identification may be difficult (e. g. Chipping or Field Sparrows in winter).
6. Species new or unfamiliar to the observer should be documented, especially if identification is difficult (e. g. ~~Common or Least Terns~~).
7. The standard documentation form (available from the Field Reports Editor), or a typed or printed report using the same headings as on the form, should be sent to the Field Reports Editor (T. H. Kent, 211 Richards Street, Iowa City IA 52240) at the end of the regular reporting period or sooner. Documentations of birds seen on Christmas counts should be sent to both the Christmas Count and Field Reports Editors.
8. The Field Reports and Christmas Count Editors may refer any documentations to the Records Committee for evaluation.

GUIDELINES

(Duties to be provided by the Treasurer as I experienced them through my term in office)

Dues:

Deposit in a bank and record by name in the notebook
Send a membership card to new members, members that send cash, and any member that requests a card. (Postage too expensive to send to all members)
Life Membership payments kept in a separate savings account, and recorded in Woodward H. Brown Scholarship Fund kept in a separate account
Acknowledgement sent upon receipt of a contribution to the Scholarship Fund

Financial Accounts:

Checking account for general dues and receipts of sales
Savings account for Life memberships (Invest to get best returns)
Special Account for Woodward H. Brown Scholarship Fund
Balance accounts after every statement received

Notices to Editor:

Names and addresses of new members
Change of status of member that would affect sending the Iowa Bird Life
Prior to the September issue of I.B.L. a list of paid members for the next year, as they will not receive a dues payment notice
Prior to the December issue all unpaid members to receive a dues notice
Prior to the March issue all delinquent members as they will not receive an issue of I.B.L.
In August of every even number year a complete list of members, addresses, date of joining I.O.U. and type of membership if different than regular

Responsible for Ordering:

Letterhead
Legal size envelopes with name and seal on them
Decals
Brassards

Items to Sell:

Check Lists
Decals
Brassards
Pictures