SUGGESTIONS FOR INVENTION RECORD KEEPING

It is not unusual for two or more inventors to independently develop similar inventions at about the same time. The question as to who will receive title to the patent may well depend on who has kept the most complete and authenticated records.

The procedure set forth below is recommended for recording data describing original research and development work.

* Record the data in a permanently bound ledger-type notebook with numbered pages.
* Make all entries in ink.
* Put the date and your signature at the top of each page and at the end of each experiment.
* Periodically, have your notes reviewed by two knowledgeable persons (not the inventor, co-inventors, or developers of the work being recorded) and authenticated by attaching the statement shown below. When especially significant data are being recorded, this should be done at least once a week.

**AUTHENTICATION FORM**

Disclosed to and understood by me

this ______ day of ________________________

Signed ________________________

Signed ________________________

* Make entries on consecutive pages; do not leave large blank spaces.
* Attach documentary materials - photographs, sketches and data sheets - to the appropriate notebook pages. Materials that must be handled separately should be clearly cited, giving all identifying information, in the notebook.
* Make no erasures and remove no pages. If you wish to correct an entry, cross out the erroneous words with a single line (do not obliterate the incorrect entry) and insert the correction directly above or following the deleted material. Initial and date the change.
* The description should be sufficiently clear and complete so that someone else with knowledge in the subject area can understand the device or method.
* The date of the first actual reduction to practice of an invention is especially important. Two witnesses to the first successful test or operation of a possible invention should record the event in their own notebooks and authenticate the inventor's notebook.
* Record new ideas in the notebook.

A sample of a properly maintained notebook page is reproduced in Figure 1.

*Adapted from Lawrence Berkeley Laboratory, Pub. 252, courtesy of Robert J. Morris