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Note: Recheck data under "source", "name" and "facts noted" to determine if these five questions have been correctly answered: Who? What? When? Where? Why? (sometimes, How?)

Stick to facts as found in source material. Avoid guess-work, opinion and personal conclusion in "facts noted." If Comment or explanation necessary for own convemience or clarification, put it at end of "facts noted" and head it "comment" or other distinguishing mark, thus making it possible to separate "record facts" from fiction", at a later date.

(Form No.1: Guy Alford, 303 Wilton Drive, Decatur, Ga.