

8. Interview Transcription Checklist

Note: This form is to be completed and placed at the front of each interview's products file folder.

Name of narrator: _____

Name of interviewer: _____

Date of interview: _____ Number of tapes: _____

___ Tape(s) of the interview

___ Tape is labeled (narrator, interviewer and date of interview on top of each label on each side) & numbered ("tape 1", on middle right side if there's more than 1 tape of this interview)

___ Tape is rewound to beginning of interview

___ Plastic tabs at back of tape cassette have been poked out to protect the recording

___ Release form has been completed and signed by both narrator(s) and interviewer(s)

___ Abstract of interview has been completed

___ Interview has been transcribed, in proper format, including title page

___ Biographical questionnaire form has been completed for each narrator

___ Interviewer's notes, photos, research and other related materials are filed here