

Interview Tracking

Interviewer's name:

Interviewee's name, address, & telephone:

interviewee contacted

interviewee answer received

interview date: _____

preliminary research done

interview guide completed

interview completed

recordings labeled

interviewer notes completed

articles/photos borrowed (list with date)

articles/photos returned(list with date)

recordings copied

accession number assigned

recordings transcribed

recordings indexed

interviewee release form signed

interviewer release form signed

photo release form signed

life history formed completed

end product completed

recordings archived

paperwork copied and archived