

Catching Stories

Sample Transcription and Archiving Form

Organization contact information: _____
name, address, phone, fax, e-mail, Web site

Interview number (for internal tracking and indexing): _____

Interviewee
 Last name: _____ First name: _____

Date, time, and place of interview: _____

Interviewer
 Last name: _____ First name: _____

Interview description (include main topic(s) covered): _____

Key words for indexing: _____

Date forms filed: _____
 _____ Informed consent _____ Legal release _____ Life history
 _____ Proper nouns and terms and borrowed materials

List of photographs, documents, and artifacts in interviewee's file:

Transcription information

Interview #	Transcriber's name	Date completed	# of pages	Comments

Audited by (name): _____ Date completed: _____

Edited by (name): _____ Date completed: _____

Indexed by (name): _____ Date completed: _____

Location of original (master) recording: _____ Date deposited: _____

Location of transcript: _____ Date deposited: _____

Location of interviewee's file: _____ Date deposited: _____

Copies of recording made for _____ interviewee _____ other uses (explain):

