

## 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 form completed

☐ end product completed

☐ recordings archived

☐ paperwork copied and archived