

ORAL HISTORY INTERVIEW SUMMARY CHECKLIST

This checklist will assist you in arranging placement of your interviews in any library or other public archive. A pro forma checklist is available to download for your own use.

Project Name	eg. NEW LAND NEW LIFE : Tomato Growers in the Warriewood Valley NSW
Project Summary	(a brief note about the project rationale; project background - how did it come about; grant details if applicable, etc This is not a summary of the content of the interview.)
Interview Length	
Interview No	
Has a transcript, summary or timed summary been completed?	

Name of interviewee	
Address of interviewee	
Telephone/email	
Date of Birth	
Date of Interview	
Place of Interview	
Name of interviewer	
Address of interviewer	
Telephone/email	

Technical Data – Sound Files

Brand and Model of Digital Recorder, Analogue (Cassette) Recorder or Reel	
Brand and type of microphones used Note if a split cable adapter has been used as is necessary with the Roland Edirol R09HR	
Sound Storage Medium used - eg portable hard drive, USB, CD, DVD, SDHC card...	It is critical to store sound files in at least three places
Location of Back-up	
Digital Recording Rate – Uncompressed WAV 24 bit 48 kHz (desired*) Uncompressed WAV 16-bit 44.1 kHz (no less than)	* This standard is achievable with all modern digital recorders and meets the standards of all recognised repositories. It can be converted into other formats (eg MP3) without losing sound quality.
Sound Field – Mono or Stereo	

Technical Data – Photographs/Images

Full Title of each item	
Place/location where photograph was taken	
Creator (may be interviewer)	
Source Access/Restrictions/Copyright	
Model of Digital Camera	
File Format (eg JPEG, TIFF, RAW)	
Full size (eg pixel dimension eg 10 MP)	
No. of Images in whole collection and file size of whole collection if relevant	

Documentation

Signed Conditions of Interview Use Form	Ensure specifics are covered eg. permission to publish on the internet if required
Signed release form for photographs provided by interviewee	
List of other relevant documentation	

