

Interview Tracking

Interviewer's Name:

Interviewee's Name: _____

Interviewee's Address:

Interviewee's Phone: _____

- ☐ Interviewee Contacted
- ☐ Interviewee Answer Received
- ☐ Interview Date: _____
- ☐ Preliminary Research Done
- ☐ Interview Guide Completed
- ☐ Interview Completed
- ☐ Recordings Labeled
- ☐ Interviewer Notes Completed
- ☐ Articles/Photos Borrowed (List w/Date)
- ☐ Articles/Photos Returned (List w/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