

# 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):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_