Catching Stories
Sample Transcription and Archiving Form

Organization contact information: __________________________________________________________

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

<table>
<thead>
<tr>
<th>Interview #</th>
<th>Transcriber’s name</th>
<th>Date completed</th>
<th># of pages</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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):

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

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