Oral history submission checklist

- Oral History Releases
  - Signed by all interviewers
  - Signed by all narrators
  - Copyright determined for all oral histories
  - Access determined for all oral histories

- Transcripts
  - Transcripts available for all oral histories
  - Transcripts approved by all narrators
  - Digital or physical transcripts included in submission

- Descriptions
  - 200-500 word description of this project
  - 50-200 word biographical sketch of each narrator
  - 50-200 word biographical sketch of each interviewer
  - Each oral history identified with date and place of interview as separate list

- Oral history recordings
  - All oral history recordings are present
  - If narrators have requested that information be excised from recordings, this work has been completed

___________ Number of oral history recordings

___________ Number of releases

___________ Number of transcripts

___________ Number of interviewer descriptions

___________ Number of narrator descriptions