

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