Master Oral History Project Log

Name of Interviewee	Interview dates	Bio Form	Release Form	audio or video uploaded & backed-up; tapes labeled	transcript complete & reviewed by interviewee & interviewer & corrections made	photographs manuscripts news articles are scanned & printed, backed-up & originals returned	CDs and DVDs created for master file & storage, copy given to interviewee	Documents organized and placed in archival quality binder; oral history added to index onsite/online