

ALABAMA MUSIC HERITAGE ARCHIVE

PARTICIPANT RECORD & INTERVIEW CHECKLIST

INTERNAL ARCHIVE USE

Participant Name:

Archive ID:

Primary Role/Connection to Music:

Interview Date:

Telephone:

Email:

Interviewer:

Interview Location:

BEFORE THE INTERVIEW

- ☐ Invitation/participation confirmed
- ☐ Participant Release & Consent Form sent
- ☐ Signed Participant Release received
- ☐ Participant Interview Preparation & Question Guide sent
- ☐ Digital Material Submission Guide sent
- ☐ Participant confirmed interview date/time/location
- ☐ Recording equipment checked; backup recording method available
- ☐ Known names, dates, bands, venues, or research notes reviewed

INTERVIEW RECORD

- ☐ Participant's full name and preferred spelling confirmed on recording
- ☐ Interview completed
- ☐ Final question asked: anything else that belongs in the permanent record?
- ☐ Additional people/Archive leads identified
- ☐ Names, dates, places, and spellings needing verification noted

Interview Start Time:

Interview End Time:

Approx. Recording Length:

Audio File Name:

MASTER AUDIO & TRANSCRIPT

- ☐ Original/master audio file saved
- ☐ Backup copy created
- ☐ Master audio file named and associated with correct Archive ID
- ☐ Complete verbatim master transcript created
- ☐ Transcript reviewed against audio
- ☐ Unclear words/names/time references flagged
- ☐ Published excerpts, when later selected, remain faithful to participant's recorded words

Permanent rule: Page limitations govern publication. They do not govern preservation.

MATERIALS RECEIVED

- ☐ Photographs received
- ☐ Photo captions/identifications received or requested
- ☐ Newspaper or magazine articles received
- ☐ Programs/posters/documents received
- ☐ Music/audio files received
- ☐ Websites/music links/online references recorded
- ☐ Physical items digitized and originals returned, if applicable
- ☐ Additional materials promised for later submission

Number of Photos Received:

Date Materials Received:

Additional Materials Due:

Follow-up Date:

RIGHTS & VERIFICATION

- ☐ Sources/creators of submitted materials identified when known

- ☐ Third-party rights or permission questions flagged
- ☐ Names/dates/venues requiring factual verification identified
- ☐ Conflicting recollections or claims requiring context/research flagged
- ☐ Sensitive/restricted material identified for editorial review

EDITORIAL / BOARD FOLLOW-UP

- ☐ Participant record ready for editorial/Board review
- ☐ Historical leads referred for further research
- ☐ Potential future participants added to research list
- ☐ Publication treatment to be determined from the historical record; no page count promised
- ☐ Participant follow-up required
- ☐ Participant record remains open for later supplemental historical material

NOTES / FOLLOW-UP

FINAL RECORD CONTROL

Checklist Reviewed By:

Date:

Record Status:

☐ Open ☐ Follow-up ☐ Ready for Review

Archive File Location/Reference:
