

Oral History Guidelines

These guidelines are suggestions to help individuals in conducting an oral history. They are here to serve as a baseline and you may wish to alter them to address specific needs of your project.

Oral history is a remarkably rewarding area in the field of history. It is rewarding for the interviewer, interviewee and for future generations of researchers that will look back with gratitude on your efforts.

In the interview process itself you will soon develop a style that works well for you. For some it is formal, for others it is more informal.

Remember in oral history there is a continual race against time - so get out there and start interviewing now.

Administration

Create an interviewee data form. Information contained should include: Name, address, phone number, email, date of birth, place of birth of interviewee. Interview information should include: date of interview, place of interview, name of interviewer, number of tapes used. Other interviewee information varies based on your project: for example, if a military project you should include branch of service, unit information, years of service and rankings. You may also wish to include a copy of their resume if they have it available.

Create a standard release form. You must have a release form to legally use the information. Be sure to indicate on that release form all potential uses for the interview including the Internet. An interviewee might be upset if while searching the Internet they locate their entire transcript without prior consent.

Create an interview control sheet (spreadsheet format). This will allow you to efficiently administer numerous interviews. On this sheet include: Interviewee Name, Interview Date, Transcription Date, Date Transcript Mailed, Transcript Returned Date, Indexed.

Interviewee files. A file folder should be created for each interview subject. Include in this folder a copy of the interviewee data form, release form and any other information you have gathered pertaining to the individual. Other materials to include vary based on your project. Other items you may wish to include are: photo taken during the time frame that the interview is addressing (example: for WWII, a copy in uniform during WWII), resume or copies of other documents.

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