Oral History Interviewer Checklist To be completed during the interview process and returned with documents					
Interviewee name:					
Interviewer name:					
Date of initial contact:					
Date of preliminary meeting:					
Interviewee Information Form completed:	(please ensure at minimum all contact details, date and place of birth are completed)				
Recording Agreement form explained & signed:	Yes/No* Restrictions**:				
* Please note that recordings cannot be accepted into the CO Oral History Project repository without a completed recording agreement					
** Any restrictions will need to be agreed to with the OH Manager prior to acceptance of the recording					
Date (s) of Interview:					
Place of Interview:					
Photograph of interviewee taken?	Yes/No* If no, reason:				
Accompanying material	Photographs		Documents		
Number provided:					
To be returned?	Yes/no		Yes/no		
Comments:					

Focus of the Interview:		
Summary of Interview content:	Please include places lived, main fa major events, interests or hobbies	mily names, schools, occupations, topics of interest eg and so on which are talked about in the interview.
For administrative use only		
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Accession number:		
Archives reference number (b		
Copies to be held by another	repository? Yes/no	Agreement in place?
Interviewee copies delivered whom)	(date and to	
Comments:		