

(Logo, project title, and/or organization name)

Sample Interview Log

Name of interviewer: _____

Name of interviewee: _____

Birth date: _____

Subject(s) of interview: _____

Recording format:

Digital audio (memory card) _____ Other (specify) _____

Date of recording: _____ Location: _____

Length of interview (minutes): _____ Number of CDs: _____

Date master CD(s) created: _____ Date backup CD(s) created: _____

Location of CDs: _____

Related documentary materials:

Number of photographs: _____ Format (digital and/or print): _____

Location of photographs: _____

Description of photographs:

1. _____

2. _____

Number of written materials: _____ Location: _____

1. _____

2. _____

Transcription:

Date of transcription: _____ Number of pages: _____

Location of hard copy: _____ Location of disc copy: _____

Summary of topics in order on the recording:

Time (min.)	Topic
_____	_____
_____	_____