



UNIVERSITY *of* NORTH CAROLINA  
ASHEVILLE

DATE: \_\_\_\_\_

**ORAL HISTORY INTERVIEW CHECKLIST**  
(To be included in interviewee file)

NAME OF INTERVIEWEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

INTERVIEW  
LOCATION: \_\_\_\_\_

INTERVIEW  
DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LENGTH OF  
INTERVIEW(S): \_\_\_\_\_

INTERVIEWER(S)  
NAME(S): \_\_\_\_\_

**LIFE HISTORY Y / N**

**RELEASE FORM COMPLETED Y / N**

1. Does the interviewee have photographs (especially of self) that need to accompany the oral history?

Explain: \_\_\_\_\_

2. Does the interviewee have papers or records that need to be considered for archival collection?

Explain: \_\_\_\_\_

3. Would the interviewee like a copy of the interview?

Explain: \_\_\_\_\_

4. Will follow-up be necessary? If so, nature of follow-up:

Explain: \_\_\_\_\_

5. Additional comments: (Quality of recording, breaks, comments on interview session, background noise, other voices, etc.)

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