From RFC airfield to suburb – a century of change

Reminiscences – process checklist

1. Make initial contact and get agreement to carry out interview (give/ send the person the introductory letter & permissions form).

2. Organise the appointment – check dates & availability of equipment.

3. Collect the equipment and carry out the interview

4. At the end of the interview ask the interviewee to sign the permission form and let them know what will happen next. – i.e. a copy will be made and given back to them to check that they are Ok with the content of the recording and notes/ transcription will be made of the interview.

5. Check the recording and make a summary with timings (see sheet)

6. Bring back to the office for the interview recording to be downloaded and two copies made; one will be the master copy and the other sent back to the interviewee.

7. A copy is given back to interviewee to check they are happy with the recording & notes; give a deadline of couple of weeks to come back to us.

8. Decision is made for interviewer / office to make a full transcription or keep as a summary.

9. If all OK, recording goes into archive and can be edited / placed on website according to permission given.
Interviewer’s pack

Recording Device with spare batteries

Paper and pencils/pens

Introduction letter(s) – 1 per interview

Permissions letter(s) – 1 per interview

Questions & prompt list

Interview summary sheet(s) – 1 per interview; 3rd page with space for notes to be used for recording other archival material loaned/given to the project.

File/ folder for paperwork

Note:

The voice recorder summary sheet and instructions for using the recorder should be kept in the recorder bag. Interviewers need to check that they have all the equipment/paperwork in the bag before taking away from the office. Remember to sign out in the equipment book.