

# Hurricanes Research Project Checklist

PLEASE RETURN THIS CHECKLIST WITH YOUR INTERVIEW.

Select the depository in the Gulf Coast Region from the list of depositories to which you will submit your recordings and materials. This depository will submit copies to the American Folklife Center of the Library of Congress.

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Name of archive	location
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Submit the following to the depository:

- 1. Recorded interview. After recording the interview, the plastic tabs should be removed from the audio or video cassettes to prevent recording over them. Cassettes must be labeled with the full name of the interviewee and his or her birth date (month/day/year). For digital recordings, label CDs with markers that say they are safe for marking CDs and DVDs.
- 2. Completed Data Form for each interviewee (see Data Form).
- 3. Release form signed by each person interviewed (Permission/Release Form).
- 4. Release form signed by the person(s) producing the recording. This includes interviewers and recording operators (see Interviewer's Release Form).
- 5. Release form signed by the photographer(s) (see Interviewer's Release Form).
- 6. Audio and Video Recording Log.
- 7. Photographs. Photographic prints should be numbered and dated on the back lower-right corner using a soft (no.1) pencil. For slick prints where it is difficult to write on the back, enclose them in individual labeled envelopes. Please do not write on the prints with a pen or marker. Slides may be labeled on the frame. Scrapbooks and photograph albums containing more than twenty images are acceptable, but donors are encouraged to describe the contents as fully as possible.
- 8. Photograph Log (must accompany any submitted photographs).
- 9. Selected letters, diaries, and other printed and handwritten manuscripts relating to the interviewee.
- 10. Manuscript Data Sheet.

Please tell us how you heard about this project.