



## Veterans' History Project Checklist



### PLEASE RETURN THIS CHECKLIST WITH YOUR INTERVIEW

Before submitting your recordings to the Veterans' History Project at the State Historical Society of North Dakota, be sure you have included the following (the first three items are critical for each interview):

- G 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 veteran or civilian interviewee and date of the interview (month/day/year).
- G 2. Completed biographical data sheet for each veteran or civilian interviewee (see Biographical Data Form).
- G 3. Interview Agreement/Gift Agreement signed by each veteran or civilian interviewed AND by the person(s) producing the recording.
- G 4. Audio and Video Recording Log.
- G 5. 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 are acceptable, but donors are encouraged to describe the contents as fully as possible.
- G 6. Photograph Log if there are photographs.
- G 7. Release form signed by the photographer(s), if applicable.
- G 8. Selected letters, diaries, and other printed and handwritten manuscripts relating to the veteran or civilian interviewee.
- G 9. Gift Agreement for personal papers or photographs if applicable.

VETERANS HISTORY PROJECT