



Archive Folder List of Contents

Name _____

Date _____

Listed below are all the forms needed for archiving the information captured.

- Write the date you are archiving the forms below.
- Place a checkmark below the date to show that the forms were archived on that date.
- Add any new equipment you use on the blank lines.

Date Date Date

____ ____ ____

I. Tape Pocket

____ ____ ____ Cassette tape, clearly labeled on both sides and cover with name, date, and place
____ ____ ____ **Tape Log**
____ ____ ____ Transcripts

II. Photo Pocket

____ ____ ____ Photo prints
____ ____ ____ **Photo or Slide Log** or labeled Contact Sheet

III. Forms Pocket

____ ____ ____ Signed permission forms
____ ____ ____ **Folklife Interview Form**

IV. Interview Fieldnotes

____ ____ ____ **Insider/Outsider Worksheet**
____ ____ ____ Illustrator's drawings and maps from fieldsite
____ ____ ____ Lead Interviewer's notes from fieldsite
____ ____ ____ List of questions prepared in advance

V. Processing Fieldnotes Notes

____ ____ ____ Fieldnotes on three fieldwork questions
____ ____ ____ **Writing About an Interview Worksheet**
____ ____ ____ Freewriting and journal notes
____ ____ ____ Cultural Interpreter's essay

VI. Final Product