



## Archive Folder List of Contents

Name \_\_\_\_\_ Date \_\_\_\_\_

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

- Write the dates you are archiving the forms on the lines provided 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. Audio Recording Pocket

\_\_\_\_\_ Audio recording, clearly labeled with name, date, and place

\_\_\_\_\_ **Audio Log**

\_\_\_\_\_ Transcripts

### ii. Photo Pocket

\_\_\_\_\_ Photo files

\_\_\_\_\_ **Photo 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