

Interview Information Form

The interviewer or project director should fill out this form for each interview. If filling this form out electronically:
1) Download and save form to your device. 2) When form is completed save file and print out a hard copy. 3) Include completed form with interview submission package.

Project Name: _____ **Interview Date:** _____

INTERVIEWEE #1

Last name: _____ First name: _____

Middle name: _____ Former name(s): _____

Address: _____

Phone: _____ Email: _____

INTERVIEWEE #2

Last name: _____ First name: _____

Middle name: _____ Former name(s): _____

Address: _____

Phone: _____ Email: _____

INTERVIEWER

Last name: _____ First name: _____

Middle name: _____ Former name(s): _____

Address: _____

Phone: _____ Email: _____

KEYWORDS: Please list **5 to 10 keywords** that describe important topics or subjects, major themes, and geographic locations discussed in the interview. Please provide correct spellings if possible, and feel free to be both broad and specific (i.e. "Childhood" or "Frankfort, Kentucky"):

SYNOPSIS: Please write a few sentences to describe and summarize the topical contents and major themes expressed in this interview. What was this interview about?

IMPORTANT QUESTIONS TO CONSIDER (REQUIRED)

1. Does this interview contain **personal information** such as a physical address, healthcare information, a phone number, a social security number, or anything else that potentially poses a future privacy risk?

NO _____ YES _____ NOTE: _____

2. Does this interview contain **confidential or sensitive information** (about anyone) that the Nunn Center should consider prior to making this interview available online? Examples include discussions of *personal tragedies, medical conditions, sexual abuse, or violence*. **Consider this:** if this interview were *your story*, is there anything in this recording that you would *not* want made searchable or available online?

NO _____ YES _____ NOTE: _____

3. Does this interview contain **criminal allegations** against another party?

NO _____ YES _____ NOTE: _____

4. Does this interview contain **potentially slanderous or libelous language** pertaining to another living person?

NO _____ YES _____ NOTE: _____

5. Does this interview reveal **institutional, trade or corporate secrets**?

NO _____ YES _____ NOTE: _____

6. Does this interview use **culturally insensitive language**?

NO _____ YES _____ NOTE: _____

ADDITIONAL NOTES