****

**ORAL HISTORY PROJECT INFORMATION**

**AND INTERVIEW CONSENT FORM**

*The interviewer must prepare and sign two copies of this form for the narrator’s review before the interview is conducted.  At the conclusion of the interview, the narrator should complete and sign both copies of the form where indicated. One copy is kept by the narrator and the other by the interviewer.*

**TO BE COMPLETED BY THE INTERVIEWER:**

**Interviewer:**

**Contact information:**

**Project title:**

**Date:**

**Project purpose and** **description/abstract:**

**Information and materials to be collected by interviewer in this project** *(check all that apply)****:***

Written notes to be prepared by the interviewer during the interview

Audio recording of the interview

Video recording of the interview

Verbatim transcript of audio and/or video recording

Photographs to be taken during the interview

Materials to be loaned or given by the narrator to the interviewer (e.g., letters, diaries, photos, mementos)

Other (*please describe*):      

**Please indicate which of the following may be included in public dissemination of this project (sharing of the project outside St. Olaf College through posting on a website, presentation at a conference, publication, or some other means)** *(check all that apply):*

Audio recording of the interview and/or narrator

Video recording of the interview and/or narrator

Photographs of the interview and/or narrator

None of the above

**Please note:** If project dissemination will include audio, video, or photographs, the interviewer must prepare an appropriate [permission form](http://wp.stolaf.edu/irb/oral-histories-forms/) for the narrator’s signature.

**Proposed ways in which this information will be used and presented (written** **paper, public display, website, etc.), including use of materials described above:**

**Plans for storing/archiving, returning, or disposing of** **the information and materials described above** **following completion of the project and its presentation:**

**Interviewer:**

I have read and understand the [Principles and Best Practices for Oral History](http://www.oralhistory.org/about/principles-and-practices/#best) published by the national [Oral History Association](http://www.oralhistory.org/).   I agree to abide by these ethical and practical guidelines throughout my work collecting, interpreting, and publicly presenting oral histories.  I will honor the commitments made in this agreement.

*Interviewer name (printed):*

*Interviewer signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE: The section below*** ***should be completed following the interview.***

**to the narrator:**

Thank you for participating in this project.  Please review the above project information statement concerning the interviewer’s plans about the conduct of this interview, the collection of materials, the presentation of the project, and future storage or disposal of the interview materials.  Below, please indicate whether you give permission for the content of your interview and any supplementary materials you have provided to be used and disclosed as described above.  Two copies of this form have been prepared – one for you and one for the interviewer.  On each copy, please check and complete the section that corresponds to your wishes and sign where indicated.

You are welcome to contact the interviewer if you have any questions or concerns.  You may also contact the interviewer for a copy of any recordings or photos made in the course of this project as well as the final paper/project.

**Narrator:**

I was interviewed for an oral history project being conducted by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*interviewer name*) in accordance with the project information statement provided above. My wishes concerning the use of the interview content and any supplementary materials identified in the project information statement are as follows *(check one and complete as needed)*:

* The interviewer **may** use the interview and any supplementary materials identified above as described in the project information statement.
* The interviewer **may not** use the interview or any supplementary materials for this project.
* The interviewer **may** use the interview and/or any supplementary materials identified above as described in the project information statement, **with the following exceptions or restrictions** *(please describe)*:

*Narrator name (printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Narrator signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Important:* Consistent with the** [**St. Olaf College Record Retention/Destruction policy**](http://www.stolaf.edu/offices/treasurer/record_retention_policy.html)**, this signed Oral History Project Information and Consent form and any supplementary permission forms constitute a final record of agreement between the interviewer and the narrator.  It is the responsibility of the interviewer to provide for the retention of all documents for seven years after the conclusion of the project.**