



Coastal Change Oral History Project
After the Interview:
Organization & Preservation of Materials
Checklist

1. Organization

- a. On your main hard drive, create a folder (directory) titled:
"Louisiana_Sea_Grant_Coastal_Change_Oral_History_Project_School_Name"
- b. Create two (2) subfolders within main folder titled:
 - i. "Data"
 - ii. "Oral_Histories"
- c. In the "Data" folder you will create two (2) sub folders. The "data" folder is where you will store the files that require conversion
 - i. "Master_Audio"--this is where ".wav" files will be stored. These files are large and run up to 2 GB per hour of recording. These are the very important archival quality files.
 - ii. "User_Copy_Audio"—this is where ".mp3" files will be stored. These are compressed files and will be relatively small. These files are great for uploading to websites, downloading to portable audio players, and for emailing or file sharing.
- d. The "Oral_Histories" folder is where the rest of the materials will be located. This is explained in detail in 4.

2. Preservation: Managing the "Master Audio" folder

- a. Plug Recording Device into outlet; this is necessary because if the batteries die during the course of transfer, the interview will be lost
- b. Transfer the audio files from the digital recorder to the hard drive by copying and pasting
- c. Once the copy/paste procedure is complete, properly eject the recording device from the computer

- d. To make sure that the audio file has copied to the hard drive, open the file and play it, confirm that the entire recording is present via fast forward
 - i. Use Real Player or iTunes for quick playback
 - e. Close the file
 - f. NEVER edit master audio; you risk destruction of the interview
 - g. Rename the file by saving it as the interviewee's "LastName_First_Name-Date."
 - i. Please note that this is the date of the interview, not the date it is uploaded.
 - ii. The file should automatically save with the file extension .wav, meaning you don't have to type in the file extension
 - 1. Example: "Robinson_Lucy_August_17_2012.wav"
 - iii. The files will automatically sort themselves in alphabetical order in the folder
 - h. Burn each interview to a CD for redundant preservation purposes
 - i. Label the CD with the following:
 - 1. Title of the Project
 - 2. Interviewee's name
 - 3. Interviewer's name
 - 4. The date of the interview
3. Creating User Copies—
- a. By saving .wav files as .mp3 files you are:
 - i. Creating another version of the interview, a user-friendly version
 - ii. Creating a compressed file
 - b. Open "Audacity"
 - c. Open the file you wish to compress
 - i. It should have a .wav file extension name
 - 1. E.g. "Robinson_Lucy_August_17_2012.wav"
 - d. Export as .mp3
 - i. File name will read "Robinson_Lucy_August_17_2012.mp3"
 - e. Make sure that the new file is stored in the folder, "User_Copy_Audio"
 - f. These files are now handy for the following activities:

- i. File sharing via email or file sharing site
- ii. Audio editing
- iii. Inclusion in secondary sources (e.g. documentaries, podcasts, webpages, multi-media formats)
- iv. Storage on networks for online publishing
- v. Downloading and uploading

4. Organizing the “Oral Histories” folder

- a. Consistency is important
 - i. Determine how the interview materials will be uploaded to this folder
 - 1. For example: a student in each group is assigned the task or a single student in the class is assigned this task for all uploads
 - b. Assign one (1) folder for each interviewee. These folders will contain the electronic files correlating to each interview, including
 - i. user copy audio—*mandatory*
 - ii. video(s)--*optional*
 - iii. photograph(s)--*optional*
 - iv. interview transcription--*mandatory*
 - v. edited interview clips--*mandatory*
 - vi. release forms (if applicable)—*optional*
 - 1. if you have no scanner, these may be delivered as paper files
 - vii. any additional materials (e.g. a scan of a newspaper article)--*optional*
 - c. SAMPLE FOLDER: “Robinson_Lucy” contains the following files:
 - i. “Robinson_Lucy_August_17_2012.mp3”
 - ii. “Robinson_Lucy_August_17_2012_video.vob”
 - iii. “Robinson_Lucy_August_photo_1.jpeg”
 - iv. “Robinson_Lucy_August_photo_2.jpeg”
 - v. “Robinson_Lucy_August_transcription.doc”
 - vi. “Robinson_Lucy_August_edited_audio_clip.mp3”
 - vii. “Robinson_Lucy_August_Interviewee_form.doc”
 - viii. “Wilkins_Darcy_Interviewer_form.doc”
 - ix. “Robinson_Lucy_news_article.pdf” (if applicable)
5. Once the entire project is complete, Darcy will visit your school and retrieve, via hard-drive or USB, the contents of the folder,
 “Louisiana_Sea_Grant_Coastal_Change_Oral_History_Project_School_Name