Chapter 3.3 Video Transcript
USING THE SPREADSHEET

If you've determined that you want to include recorded conversations with members of your community in your collection, then this video will guide you through the steps of doing so. We've outlined those steps in the next part of the spreadsheet. (If you haven't already watched the video "What You Need to Know: Recording Conversations", please watch that first before watching this video.)

You are certainly welcome to revise Tab 2 of the spreadsheet to meet your needs. If any of the columns feel unnecessary to you, you're welcome to skip them. We designed this tab of the spreadsheet based on our experience conducting interviews. While some of the steps may seem a little too granular, and sometimes even obvious, we ended up with this level of detail because of the volume of interviews we were conducting. We ended up with a total of almost 30 interviews, and at any one time, we were juggling at least 4-6 of them were in some stage of this process. We found that we needed this level of granularity to track exactly which interviews were in what part of the process. We'll go through all the steps described here, then you can tailor this to a version that feels most useful to you.

Go into the spreadsheet and look along the bottom for Tab 2: Recording Conversations. As you scroll across Columns A - T, you'll see the five parts to this process that are marked in different colors at the top of the columns:

1) Making the recording

2) Gathering permissions from those involved

3) Storing your recording

4) Creating a transcript

5) Creating appropriate back-up files to protect your recording

Columns A and B are fairly straightforward; you're simply going to enter the names of the people participating in the conversation and the date of the conversation.

Columns C - G are the steps involved in creating the recording. **Column C** is a reminder to you to make sure that people have received all the information we outlined in the previous video. Once you've made the recording, check off **Column D**.

Column E is a reminder to send a thank you to those involved, and–if you have not already done so–confirm whether or not they would like to review the recording before it's finalized.

If they are reviewing the recording, let them know what the next steps are:

- They can review either the recording itself or a written transcript;

- If there are things they said that they wish to delete, you can make those changes to the recording;
- If there is any information they wish to add or expand on, you can create accompanying notes that live with the recording;
- They'll then sign a release form to make the recording publicly available.

If they choose to review the recording, then **Column F** is simply intended as your way to keep track of the fact that you've sent them what they need to review the recording. If they feel no need to review the recording, you can skip this column.

Column G is similarly only applicable if they've chosen to review the recording and have any changes they want to make. This column helps you keep track of whether you have completed those revisions yet. If it doesn't apply, you can skip it.

Columns H - K are about gathering permissions for your use of the recording and helps you track where you are in this part of the process. When you send out the release form, check off **Column H**; when you receive it back, check off **Column I**. **Column J** is a reminder to file your very important signed releases where you can find them, and–if, like us, you want paper copies as well–check off **Column K**.

Columns L - N help you keep track of the various digital copies of the recording that you need to save, and where to save them. We chose to create a digital folder for each recording. Then within that folder, we created a subfolder for Master Files, for Access Copies, and for the Transcript. Sometimes we also had other documents, such as any photos of the people involved or any documents they gave us, and we just stored those in the folder. Once you've done so, check off **Columns L, M, and N**.

Columns O, P and Q help you keep track of the steps in creating a transcript for the recording. They prompt you to: create the draft of the transcript, either using transcription software or by hand; finalize the transcript edits and create a final PDF version; and to file the transcript in the folder for that recording.

Columns R, S and T serve as a reminder to make three essential back-up copies of your recording. Store one on a local computer, one on a back-up hard drive, and one online.

And that's the process from start to finish of conducting and archivally preparing your valuable recorded conversations.

You're now ready to go on to Chapter 4 and start with the introduction.