

ORAL HISTORY
TAPE PROCESSING CHECKLIST FORM

HTRL Number 495-50-1/9

ITL Number 904

Accession Number _____

WLN RID Number _____

Collection Name Wiseman Tapes

2/18/92 Date Tape Received

2/18/92 Date ITL Number Assigned

_____ Date Release Form Signed
_____ Copy to Archives

7/22/93 Date Tape Quality Checked

_____ Date Accession Form Completed, Copied & Submitted to Archives

4/18/95 ~~7/22/93~~ Date HTRL Number Assigned

_____ Date HTRL Entry Made

_____ Date Tape Copied

_____ Protection Tabs Removed

_____ Labels Typed

_____ Tape flagged (w/red signal dot for restrictions)

_____ Tapes Put Away

_____ Date WLN entry made

_____ Date Accompanying Material Received and Filed (if any)

_____ Tape Flagged (w/yellow signal dot)

_____ Accession and WLN Files Updated (when accompanying material received after collection is accessioned)

_____ Date Acknowledgement Sent to Donor

_____ Date(s) Additional Copies Made

_____ Other (specify) _____

Relevant Addresses (narrator, interviewer, etc.)

Carol Scott Interviewer

474-7298 or 474-5550

AC Initial