

### Interview Information Form

The interviewer or project director should fill out this form for each interview. This form should be included with the interview submission that includes the card or data file and the signed deed of gift.

**Project Name** \_\_\_\_\_ **Interview Date:** \_\_\_\_\_

**INTERVIEWER**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Other Name(s): \_\_\_\_\_

**INTERVIEWEE #1**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Other Name(s): \_\_\_\_\_

**INTERVIEWEE #2**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Other Name(s): \_\_\_\_\_

**INTERVIEWEE #3**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Other Name(s): \_\_\_\_\_

**KEYWORDS:** Please list 5 to 10 keywords that describes important topics/subjects, major themes, and geographic locations discussed in the interview. Feel free to be both broad and specific (for example, "Childhood" or "Lexington, 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?

**ADDITIONAL NOTES:**

**QUESTIONS FOR INTERVIEWER / PROJECT DIRECTOR (REQUIRED)**

If you answer “yes” to any of the questions below, please clarify in the “Note” field, or add additional notes in the field above. Do not hesitate to contact the Nunn Center director to discuss.

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*.  
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: \_\_\_\_\_