

# Tell Your MSU Story

## Checklist

### Please Turn this Checklist in with your Interview

Before submitting your interviewers to the University Archives at Minnesota State University, Mankato, be sure you have included the following.

- 1. Recorded Interview  
After recording the interview, the plastic tabs should be removed from the audio or video cassettes to prevent recording over them. Cassettes must be labeled with either the full name of the interviewee and his or her birth date (month/day/year.)
- 2. Completed biographical data form for interviewee
- 3. University Archives Oral History Release form signed by interviewee and Interviewer
- 4. Signed Tell Your MSU Story Volunteer Consent Form
- 5. Audio and Video Recording Log
- 6. The interviewee was reminded that they can contact the University Archives if they are interested in donating additional materials (diaries, photographs, organizational records, memorabilia, etc.) to the Archives. **No** materials should be sent to MSU without first contacting the Archives and Special Collections Librarian.