

Baylor University Institute for Oral History
Interview Processing Flowchart

#	Process	Processor
1	Set up interview	Interviewer
2	Record interview in WAV format	Interviewer
3	Turn in labeled recording, contract, interview data form, and word list to BUIOH office	Administrative Associate
4	Create preservation WAV and access MP3 of original WAV files	Processing Tech
5	Create record of interview in FileMaker Pro workflow database	Processing Tech
6	Create and populate both physical and digital workflow folders	Processing Tech
7	Transcribe recording	Student Worker
8	Audit-check transcript	Graduate Assistant
9	Edit transcript	Graduate Assistant
10	Write abstract of interview & enter timestamps	Graduate Assistant
11	Review Graduate Assistant work	Editor
12	Mail/E-mail draft transcript and link to audio to interviewee/er(s) for review	Editor
13	Wait standard one month for return of corrected transcripts	Interviewee/er(s)
14	Edit draft transcript with interviewee/er(s) corrections	Graduate Assistant
15	Review correction edits and create access PDF	Editor
16	Add metadata, draft transcript, and audio file to Quartex	Editor/Collection Manager
17	Final-edit transcript, convert to final format, and add front matter	Editor/Collection Manager
18	Replace draft with final transcript in Quartex	Editor/Collection Manager
19	Move all digital materials to preservation server and all physical materials to storage room	Editor/Collection Manager
20	Print one copy of transcript and send to bindery	Editor/Collection Manager
21	Wait standard month for return of volume from bindery	Editor/Collection Manager
22	Present/Mail bound copy of memoir to interviewee or his/her heirs	Editor/Collection Manager
23	Print and bind additional copies as requested by family only	Editor/Collection Manager