

**Sample  
TAPE AND TRANSCRIPT RELEASE FORM**

**Contact Information:**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

This tape or tapes and the accompanying transcript are the result of one or more recorded voluntary interviews with me, \_\_\_\_\_. Any reader should bear in mind that this is a transcript of my spoken, not written, word; and, that the tape, not the transcript, is the primary document.

It is understood that the \_\_\_\_\_ Archives will, at the discretion of staff, allow Archives patrons to listen to the tapes and read the transcript, and use them in connection with their research or for other educational purposes. It is further understood that no copies of the tape(s) or transcript will be made for researchers, and nothing may be used from them in any published format without written permission of the Archives staff.

Upon signing, the interviewee hereby transfers the legal title, property rights, and all rights of copyright to the \_\_\_\_\_ Archives. The interviewee understands that the tape(s) and transcript will become the permanent property of the \_\_\_\_\_ Archives and will be handled in accordance with the policies established by said body. These materials may be utilised and disposed of at the discretion of the Archives, and are subject to any noted conditions detailed below/over side.

**I have been offered a copy of both the tape and the transcript for my personal records.**

**Conditions and comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Understood and agreed to:**

**Interviewee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_