

**Society of American Archivists
Council Meeting
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Chicago, Illinois**

**SAA Oral History Leadership Project:
Additional Budget Information**

**(Prepared by Oral History Section: Amanda Pellerin, Immediate Past Chair,
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BACKGROUND

The SAA Council requested that the Oral History Section provide a line item budget detail of the SAA Oral History Leadership Project to explain how the approved funds will be spent.

The SAA Leadership Oral History Project commits to interview the immediate past president during his or her term, providing a manageable scope of work that continues to build the record of SAA's leadership.

In May 2018, the Council approved \$2,000 for this project in the Fiscal Year 2019 budget.¹

DISCUSSION

Project costs estimations:

Intern time.....\$15/hr x 8 hours wk x 10 wks (\$1200)
Shipping costs.....(\$100)
Archival materials.....(\$200)

The internship will be administered by the Society of American Archivists staff in the Chicago offices with guidance from the OHS officers and coordination with University of Wisconsin Milwaukee staff. The intern will be responsible for:

- Performing back ground research and identify candidates for the project (in addition to the immediate past president);

¹ See the Oral History Section component funding request in the Proposed Fiscal Year 2019 Budget, as presented at the May 2018 Council meeting. (See page 37) https://www2.archivists.org/sites/all/files/0518-IV-A-2-FY19Budget-Narratives-IncStatements_1.pdf.

- Writing an interview packet in consultation with the OHS officers;
- Follow previously established template standards for interview transcripts;
- Setting the logistics of interview: time, place, equipment;
- Accepting and gathering interview artifacts: audio and video recordings, release forms, bio data sheets;
- Transferring taped recordings into computer files;
- Creating metadata, transcribing, and indexing of interviews using the Oral History Metadata Synchronizer (OHMS);
- Updating the SAA finding aid in the University of Wisconsin–Milwaukee’s (UWM) description system and digital asset management system;
- Uploading interviews to the SAA Oral History Project website;
- Packing and shipping interview artifacts to UWM;
- Quality control review of interviews;
- Addressing backlogged interviews as able; and
- Drafting marketing and promotional materials for the project to be included in OHS communication streams and for submission to *Archival Outlook*.

The project team anticipates that 5-7 oral history interviews will be created or have improved access with these funds.