

as that of transcribing at least one of his own tapes. The mechanics of taping are quickly learned after several hours of struggling with an otherwise worthwhile tape rendered practically unintelligible by background noise, improper recording level, clumsy microphone handling or weak batteries.

To ensure adequate documentation of the oral history materials field workers were instructed to turn in a certain amount of background information on their interviews and informants. This information included such things as name and age of informant, his level of formal education and position in his Indian community, the date of the interview and any special circumstances surrounding the interview. The tapes were carefully numbered and labeled with the name of informant, tribal affiliation of informant, date of interview, main subject(s) of interview, and name of field worker. This information was also listed in an accession book which thus contains a nearly complete record of the building of the collection. The system adopted of numbering the tapes consecutively served to demarcate every tape from all other tapes in the collection, and also to reference all typescripts and any excerpted materials to the tapes from which they were taken. The tapes were numbered as they were turned in-- T-1, T-2, ....T-660. The letter "T" was included as a prefix to the number because some interviews were recorded as field notes, without tape recordings, and later organized into manuscripts which are designated M-1, M-2, ....and so on.

In addition to administrative and field work personnel the Project employed a number of clerical workers assigned mainly to the transcribing of tapes and the typing of final draft typescripts. The clerical staff