

CHECKLIST - NNCA

Please return this checklist with your interview.		
Before sending your recordings/manuscript to the NNCA History Committee be sure you have included the following:		
	1	Recorded interview. After recording, the plastic tabs should be removed from the audio or video cassettes to prevent recording over them. Cassettes must be labeled with the full name of the Navy nurse that has been interviewed.
	2	Complete biographical data sheet for each nurse interviewed.
	3	Interviewee agreement form signed by each by each interviewee.
	4	Photographs. If any photographs have been donated, prints should be numbered and dated on the back lower right corner using soft (#1) pencil.
	5	Photograph log and release form
	6	Other donated materials
	7	Donated material log and release