ROYAL AIR FORCE MUSEUM’S POLICY FOR THE RECORDING OF ORAL HISTORY INTERVIEWS

Name of museum: Royal Air Force Museum

Name of governing body: Trustees of the Royal Air Force Museum

Date on which this policy was approved by governing body: March 2014

Date at which this policy is due for review: March 2019

Introduction

1. This document defines the means by which the RAF Museum will produce video or sound recordings of the first hand recollections of persons who have experienced the RAF or closely associated organisations, at any time during the history of the service. These are referred to as “oral history interviews”.

2. Although Museum resources are restricted, the importance of such interviews is recognised and travel and subsistence expenses may be claimed in relation to the conduct of oral history interviews away from the Museum. Any such claims should be made in accordance with the relevant policy.

3. Oral history recording is coordinated by the Film and Sound Department.

Selection of Interviewees

4. All staff should be alert to the potential experience of those they come across in the course of their duties, and should discuss potential interviewees with the Film and Sound department and/or the head of archives.

Selection of Interviewers

5. Interviewers will be drawn from Museum staff on the basis of their interest, availability and/or previous experience in either the subject matter to be covered or in the collection of oral history interviews. New interviewers should also attend a training course in accordance with Oral History procedure section 2.

Conduct of Interviews

6. Interviews will be conducted in accordance with the Oral History Recording Procedure (RAFM/DCM/2/6/26/2) and the Home Visit Risk Assessment (See Appendix A).

7. Where an oral history recording may enter the Museum Collection, the recordings must be accompanied by an Oral History Copyright Assignment form (see Intellectual Property Rights Policy, RAFM/DCM/2/6/16/1). These are in a numbered sequence to
facilitate cross-referencing with CMS records, and may be obtained through the Film and Sound department.

8. Volunteers may also be used in the conduct of oral history interviews, subject to satisfactory security checks and confirmation of suitable qualifications and experience in the conduct of interviews.

**Retention of Recordings**

9. A master copy of each interview will be accessioned into the Film and Sound collection, with further copies held by other departments as required.

10. Transcripts should be produced, or arrangements made for their production, by the individual or department requiring transcription, with a copy offered for storage by other departments as required.

**Recording Equipment**

11. One digital Marantz recorder/player is held by the Film and Sound department and one by the IT Support Manager. Cameras are held by the AV department at RAF Museum London, and one is held by the Curatorial department at RAF Museum Cosford. Repairs or replacements are to be arranged through the Film and Sound department budget-holder.

**Orphan Works**

12. Where an oral history recording is not accompanied by an oral history consent form, or a transfer of title form, it may be held as an accessioned item and used in Museum exhibitions, whether physical or online. Items in this category may also be made available to researchers or other institutions for educational or academic purposes. They may be released to commercial users at the user’s own risk, in accordance with the Museum’s standard archive agreement.

13. In the case of interviews that are not accompanied by an oral history consent form, and in which the interviewee has died or is otherwise unavailable to sign the form, the form may be completed and signed by the interviewee’s next of kin.

**Expenses for interviewees**

14. Reasonable expenses, normally to be paid from the film and sound department budget, may be refunded to interviewees on request. Expense claims must be authorised in advance, following discussion and agreement between the curator of film and sound and the head of archives.

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**Version 2: Approved by the Trustees 20 March 2014**