

# Checklist for the Ethical Code for Oral History Netherlands

Version 1 (2025)

## 1 – Project preparation (research and planning)

Subject: .....

Objective: .....

Target group(s): .....

- ☐ Exploration of the interests and mutual relationships between stakeholders in the project.
- ☐ Exploration of other relevant interview collections.
- ☐ Research into the project's topic and the group or community in which you will be interviewing.
- ☐ Reflection on your personal relationship to the project topic.
- ☐ Exploration of relevant laws and regulations.
- ☐ Exploration of potential archival institution(s)   ☐ Consultation with archival institutions.
- ☐ Information plan drafted.

## 2 – Recruitment of project participants (research and planning)

- ☐ Approach to forming a diverse group of narrators.
- ☐ Approach to recruiting, training and compensating interviewers.

## 3 – Interview strategy (research and planning)

- ☐ Well-reasoned choice of recording medium.
- ☐ Reflection on one's own position in relation to the narrators.
- ☐ Interview strategy developed.
- ☐ Language of the interview: ..... Interpreter(s) required   ☐ yes   ☐ no

## 4 – Sharing project outcomes (research and planning)

- ☐ Exploration of ways to enhance the added value of project participation for narrators.

## 5 – Potential impact of technology (research and planning)

- ☐ Acquired knowledge of the placement and operation of recording equipment.
- ☐ Use of software and hardware is responsible.   ☐ AI-driven applications.

## 6 – Informed Consent (research and planning)

- ☐ Informed consent form drafted.   ☐ Content and legal review of the form completed.
- ☐ Information provided to each narrator.   ☐ Information discussed with each narrator.
- ☐ Consent statement recorded for each narrator.

## 7 – Interview conditions (Interviewing)

- ☐ Appropriate forms of aftercare arranged.
- ☐ Suitable interview location and setting arranged in consultation with the narrator.
- ☐ Narrator informed of their rights during and after the interview.
- ☐ Precautionary measures taken to safeguard one's own boundaries.

## 8 – Confidentiality of the interview file (Post-processing and analysis)

- ☐ Secure storage location(s) for the interview file established.
- Staff with access to the file ☐ have ☐ have not signed a confidentiality agreement.

## 9 – Reviewing for sensitive information

- ☐ Acquired knowledge of the various types of information that may be, or indeed are, sensitive.
- ☐ Risk analyses carried out and conclusions documented.

## 10 – Feedback on the recording and the final output (Post-processing and analysis)

- |  |  |
|--|--|
| <input type="checkbox"/> Access to recorded interviews provided. | <input type="checkbox"/> Narrators' comments discussed and documented. |
| <input type="checkbox"/> Risk analysis discussed with narrators. | <input type="checkbox"/> Measures documented.                          |
| <input type="checkbox"/> Access to draft final output provided.  | <input type="checkbox"/> Narrators' comments discussed and documented. |

## 11 – Archiving

- ☐ Interview files prepared for transfer in consultation with the archival institution.
- ☐ Transfer formally recorded.
- ☐ Project description published.

## 12 – Metadata (Enabling reuse)

- ☐ Metadata recorded for management, findability, accessibility and reusability.
- Public metadata do ☐ do not ☐ contain personal data.

## 13 – Persistent referencing (Enabling reuse)

- ☐ Persistent reference to the interview and/or its metadata available.

## 14 – Original background and circumstances of the interview (Enabling reuse)

- ☐ Background information on the project, participants and interview conditions archived.
- ☐ Up-to-date contact information available.

## 15 – Raising awareness among reusers (Enabling reuse)

- ☐ Guidance on oral history as a method and source made available to both users and reusers.