



## Africa Oral Genealogies & Family Histories Project

### *Contractor Submissions Instructions:*

1. Download the zipped interview folder from the interviewer's memory card to your desktop.
2. On your desktop, create a folder for each interview. Folder names should be named the same as the zipped Interview file. [Example: GH99\_999\_20180502\_1358 (year/month/day)\_time (hour and minute)]
  - a. GH99 = Contractor ID
  - b. \_999 = Interviewer Number
  - c. \_20180502 = Date of the interview (year/month/day)
  - d. \_1358 = Time (hour and minute)
3. In the Interview folder, place the following:
  - a. The zipped interview folder received from the interviewer mobile app.
  - b. The Legacy file for that interview (See "Creating a Legacy File" instructions.)
4. Transfer the interview folders to a flash (pen) drive.
5. Ship the drive to the Ghana ROC at the following address:

Africa West Area Office  
Attn: Elisha T. Joseph  
57 Independence Avenue  
North Ridge  
PMB CT 209 Cantonment  
Accra, Greater Accra  
Ghana
6. Use the following DHL shipping code to ship the drives to the ROC: 963116659.