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Tips for Recording a Good Quality Transcript:

- 1) **Pass an Investigation Log around the table** and ask that everyone **PRINT** their **own** name, occupation, etc. This will ensure that all the names are spelled correctly.
- 2) **Boldly mark all Exhibits** with exhibit numbers. **Exhibit Stickers** work best and it's best to place these on the lower right side of the page.

Please scan the exhibits in the order these were entered into the hearing.

If you have "color" exhibits, please scan them as colored.

- 3) Please **verify that all microphones are operational**. **[Remember, if you can't hear people speak, we probably can't either.]**
- 4) Please **assign microphones to specific participants** and do not let anyone switch places after a recess. We rely heavily on the microphone number to identify the correct speakers. Note: It is good to have the charged and local chairman on two different microphones.
- 5) When there are more than two people involved, have them sit immediately next to the microphone and whenever possible, have them introduce themselves when they begin to speak. This helps us so much!!
- 6) We type everything we can hear as accurately as possible. Please discourage rattling papers when someone is speaking. This drowns out the speaker.
- 7) Normally we will not correct grammar errors.

Example: they was there vs. they were there.

- 8) If a name is mispronounced, we will type what we hear.

Example: Mr. Stevens was... vs. Mr. Stevenson was...

- 9) If someone inaccurately states something we utilize [sic] which indicates that we have typed exactly what was said, although it may be inaccurate.

Example: today is July 19, 2004 [sic] (when it is actually 2005)

- 10) If a proper name is mentioned where we cannot verify the spelling, we will put [phonetic] behind the first time it occurs in the transcript.
- 11) If testimony is provided during the investigation, and then someone asks the testimony to be stricken from the record. Please note – we cannot strike testimony that has been already spoken. We can handle one of two ways:

1) We can physically ~~strike out~~ the text they are referring to.

Or

2) We will place the following statement in the transcript:

“Note from Transcriptionist – As outlined in the transcriber’s certification at the beginning of this transcript, we must certify that the text of this investigation is a full, true and correct transcript of all information that is recorded. We certify that what we hear is exactly (word for word) what will be reflected in the transcript to the best of our ability. Therefore, we are not at liberty to strike any text from the transcript of an investigation. However, as the Hearing/Conducting Officer has done, we can ask that the reviewer does not take the specific text into consideration when evaluating the transcript.”

- 12) If you indicate that you are “going off the record” for a break, and then forget to stop the recorder (please let us know). Since you indicated you were going off the record, technically the informal conversation during the break does not need to be transcribed.
- 13) Please have dispatch tapes and phone interviews recordings transcribed prior to your investigations. These are much more difficult to transcribe and require extra hours for accuracy.

Do not hesitate to contact us (712-527-4577) if there are exceptions or problems that may have occurred during the recording of the investigation.