

**Summary:**

The Church History Department (CHD) has a doctrinal mandate to collect, preserve, and share historically significant records. This is best accomplished when records are captured or recorded following archival and preservation best practices and standards.

**Scope:**

This document will provide additional guidelines and standards to the principles outlined in the Church History Oral History Guide.

**Requirements for Oral History or audio recordings:**

- Format: .wav (Broadcast Wave or Wave format)
- Sample Rate: 96 kHz
- Bit Depth: 24 Bit

Alternative option where storage space or transfer abilities are limited.

- Format: .mp3 (MPEG Audio Layer – III format)
- Sample Rate: 192 kbps (or higher)

Possible audio recorders:

- Tascam DR-05X or Tascam DR-05
- Zoom H1N Portable Handy Recorder
- Tascam DR-100MKIII

**Requirements for Video History or video recordings:**

- Video Format Wrappers:
  - a. .mov (MPEG 4 video container file format)
  - b. .mp4 (MPEG-4 Part 14)
  - c. Alternative option when .mp4 or .mov are not options.
    - i. .m2ts (AVCHD Advanced Video Coding High Definition)
- Video Codecs:
  - a. MPEG-4 AVC/H.264
  - b. XAVC S
  - c. AVC (Advanced Video Coding)
- Frame rate: 60 fps (60p)
- Resolution:
  - a. Preferred: 4K
  - b. Alternate: 1080P or 2K
- Audio Format:
  - a. Liner PCM
  - b. AIF
  - c. AAC
  - d. AVCHD audio

Possible video recording devices:

- Sony HXR-NX100 Full HD NXCAM
- Sony FDR AX53 or Sony FDR AX43
- Canon VIXIA HF G50
- iPhone 11 Pro
  - Sandmarc Pro kit and case
  - FiLMiC Pro app
  - Shure MV51 mic