



NORFOLK POLISH
HERITAGE GROUP

Paul Zawadzki

Tuesday, 27th December 2016

Dear Paul,

NPHG Archive and Oral History Project

We hope you had a very good Christmas and are looking forward to 2017. We're sorry you were not able to make it to our launch event in November but are writing to you now to let you know that we will start our Oral History Project in January 2017.

As you know, one of the aims of our group is to make a record of the lives of Poles who have lived in Norfolk and we know that you will have a very interesting story to tell about your father, Jan Zawadzki. This letter is to let you know that we would like to interview you in January 2017 to record that story and perhaps make some copies of documents or photographs that are relevant to his life.

We will give you a call to arrange a suitable time to visit you and in the meantime I enclose a copy of the permission form that we would ask you to complete before any recording is made. The purpose of this form is to give your family an assurance that your/his wishes will be met and it will allow you to let us know if you want to limit access to any aspect of the material or set a time in the future when you would allow it to be used.

We are working in collaboration with the Norfolk Record Office* (see below), one of the UK's most respected archive institutions, who expect the highest ethical standards from their partners and we have received guidance from them and training from the audio recording team at the BBC in Norwich.

We look forward to meeting you and one of my colleagues or I will be in touch shortly to make an appointment to visit you.

With best wishes,

Adrian O'dell
Chair NPHG

**www.archives.norfolk.gov.uk*