

(not forgotten)



**PACKING THE
TIME CAPSULE**

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Group materials by classes, with a separate compartment for each. Similar kinds of papers in one, plastics in another, other substances in a third.

1. Wrap each item in acid-free tissue. Labeling these enclosures in pencil would be useful to the intended future audience.
2. Put heaviest items at the bottom;
3. Prevent items from rattling around;
4. Ensure the weight of the contents within the time capsule container is evenly distributed;
5. Indicate on the outside of the container which side is up
6. Include opening instructions
7. Label the outside of the capsule clearly with a permanent material;
8. Write out links to your where your media is stored using paper and ink that is likely to survive in the timecapsule.
9. Use Indian Ink, Black Pencil - write on plastic, metal and archival paper sealed in plastic. These media are already proven to last!
10. Create a checklist of the contents in duplicate (one copy for the time capsule enclosure and one file copy);
11. Insure that a record of the time capsule along with the contents list is kept in several places.