

(not forgotten)



**HOW TO BUILD A
TIME CAPSULE**

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| <p>Decide on your capsules purpose</p> | <p>Your characteristics – your likeness, expressions Your story – your experiences Daily Life – a glimpse of our life and times History – capturing the history of our times Celebrating an occasion science</p> |
| <p>Digital vs Physical?</p> | <p>Kids today are “born digital” so why would time capsules not be digital. Do both!</p> |
| <p>Name your capsule</p> | |
| <p>Involve your community / company / class / group</p> | <p>Schools - Invite the ITCSOC for a presentation – learn about the history and science of time capsules, preservation and decomposition – Science / history / fun.</p> |
| <p>Select retrieval date</p> | <p>Decide when to open your time capsule. If you are doing a class capsule, pick a reunion date with your class (the retrieval date) that has meaning</p> <p>Physical capsules and do-it-yourself digital Tell 3 people you trust in different locations when you want the capsule opened – and set an annual renewal in your and their electronic calendars to remind you of the event.</p> <p>Mark the opening date on the outside of the cylinder</p> <p>Digital: create your time capsule through a time capsule company and let them actively manage your opening date for you. You will receive annual reminders.</p> <p>Let your “trusted people” create a password on your digital file folder so you cant access it until the retrieval date (see instructions below)</p> <p>Set an annual renewal in your and their electronic calendars</p> <p>Register your time capsule with the ITCS</p> <p>Frame your ITCS certificate at your home or school so you are reminded</p> |
| <p>Select a container - physical and digital.</p> | <p>The container can be digital or Physical or both. The ITCSOC recommend making both a digital and physical time capsule together to best capture your likeness and stories.</p> <p>Physical Select a container that is non-rusting, strong, waterproof that can be sealed tightly. We recommend seamless stainless-steel container with a lid that screws on with an o-ring gasket or a stable plastic jar of uncoated polyethylene (PET or PETE, recycle code 1) jar with a screw-top lid of the same material</p> <p>Born Digital – you need THREE copies</p> <p>Use latest digital and open format formats</p> <p>Put a USB into the physical and maintain TWO separate copies in two separate locations in two different media (cloud, hard drive and USB).</p> <p>Digital time capsuling companies will usually maintain these multiple copies for you (always check they do this) at a price.</p> |

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| <p>Secure items for storage.</p> | <p>Decide what to include. Items and files must serve your purpose (see above) Decide what is most important to you, which information characterizes you and what information has enduring value or information that has long-term value to you and your family. We recommend Try to have a mix of items from the sublime to the trivial</p> <p>Digital: Review Audio, Video, photos, emails, websites, documents</p> <p>Save in the highest possible resolution always</p> <p>Audio (music or voicemails) WAV or MP3</p> <p>Video use open formats like MPEG-2 (.mpg, .mpeg) and MPEG-4 (.mp4)</p> <p>Photos TIFF (*.tif), JPEG2000 (*.jp2), PNG (*.png), JPEG/JFIF (*.jpg), BMP (*.bmp)</p> <p>Physical - look through the list of materials to avoid and how to separate items from each other! Especially avoid PVC-based, no food, plants, food plastic, hair, or wool. Keep everything separate</p> |
| <p>Create a list of your inventory</p> | <p>Create a list of "inventory" in your physical and digital time capsules. Make two copies of this list, store one in your time capsule. Keep the other. Include WHY you have saved that item. Digital Time capsuling companies should maintain this for you</p> |
| <p>Select your location</p> | <p>Physical – cool, dry, dark, off the floor. Avoid basements. Do not bury outdoors Digital You should have three locations for your capsule – a digital time capsule company will maintain this for you and will update them for you.</p> <p>If your capsule is designed to last more than 5 years – ITCSOC recommend you use professional digital preservation with a time capsuling company. If you can't, each of the three copies should be to a current storage medium about every five years. Put in reminders with your "trusted people"</p> <p>For very long term capsules</p> <p>Let's say you leave behind a record of its exact latitude and longitude. That will shift over the next thousand years, thanks to changes in the earth's axis and continental drift. As the plates in the earth's crust move apart, Europe and America will drift away from each other. By the year 3000, the coordinates of the capsule will have shifted by as much as 60 feet. You'd have to project what the future coordinates would be.</p> <p>Register your capsules! Set an annual renewal in your and their electronic calendars</p> |
| <p>Have a sealing and burial ceremony</p> | <p>Hold a solemn sealing ceremony</p> |
| <p>Have a sealing and burial ceremony</p> | <p>Tell at least three different people who live in different locations the exact address and GPS or the digital formats and how to read them. Use a trusted family members smart phone to get the GPS coordinates Register this with the ITCS</p> |
| <p>Register your capsule</p> | <p>Register this with the ITCS Digital time capsule companies will also send you reminders of opening dates</p> |