



TIME CAPSULE SUBMISSION FORM

NAME:

AFFILIATION (student, faculty, staff, alumni, etc.):

DEPARTMENT, FACULTY OR UNIT:

TITLE OF SUBMISSION:

DETAILED INFORMATION ABOUT SUBMISSION:

CONTACT INFO:

INSTRUCTIONS

- **Items should be small:** 40 cm long, 30 cm wide and 10 cm deep at the largest. Items larger than this may be considered on a case-by-case basis, based on the details in the submission form.
- **Electronic or audio-visual submissions** (ie. USB sticks, hard drives, DVDs, etc.) should have extensive metadata about the device, how it was recorded and the description/format of the content included on the submission form.
- **Non-paper objects** should be wrapped in buffered acid-free paper or washed cotton to prevent rusting, tarnishing or acid release.
- **Paper items** should be on archival permanent paper and may also be encapsulated in mylar to reduce the possibility of these items chemically reacting with other items in the time capsule.