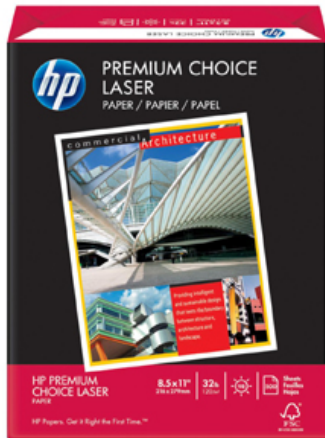


GUIDELINES FOR SELECTING ITEMS IN A TIME CAPSULE

This guideline serves to give directions to selecting items for inclusion in the time capsule project. Common items include:

- a. Items made of paper (letters, essays, newsprint, magazine, labels etc.)
– try to use good quality paper (avoid newsprint and inexpensive yellow tablet paper – this will deteriorate very quickly). If newspaper articles are selected, photocopy these to archival quality paper (the project team will assist with these if needed). Do not laminate the paper. Ball pen, pencils are acceptable. Avoid ink/ink pen/felt tip markers as these tend to fade.



Elite Image Laser Paper

- b. Photographs – Black and white photographs generally last longer than color ones, and is preferable. The paper should preferably be fibre-based; use archival quality envelopes and place photo image side away from envelope seam.



HP Premium Plus Photo Paper with HP 99 Photo Inkjet Print Cartridge.

- c. Toys or tools – avoid objects made of rubble/PVC/Vinyl/PU foam as these deteriorate over time, releasing sulfur that damages other items. Wood items (especially oak) give off acid vapors and should be avoided. If included, these items needs to be separately sealed (try using PE bags).
- d. Textiles – should be clean and insect free. Generally cotton and polyester are stable, but avoid nylon, silk, wool and hair, as these easily breakdown, and may release sulfur.

- e. Coins
- f. Items representing current technology – may include computer equipment and electronic data media (thumb drives etc). Do not expect data on these medium can be extracted when the time capsule if opened, hence description on the use of the item should be included.
- g. No food stuff is allowed, including canned food, freeze dried food etc.
- h. No explosive materials, chemicals.
- i. Flowers – should be freeze-dried/pressed.

GUIDELINES ON PACKING

The following gives some guideline on the packing of the items to be included in the time capsule.

- a. Store all items within the polyethylene (PE) closure bags (included in your package)



PE Closure Bags

- b. Smaller PE bags for smaller items can be used to separate individual items to prevent colour transfer, migration of acids/other chemical etc.
- c. Polypropylene plastic (PP) / Polyester clear film are also stable and can be used to protect paper and photos.



PP Films



Polyester Film

- d. Interleave between paper posters and maps or other flat items in the same bag or enclosure with acid-free tissue.



Acid-Free Tissue



Symbol for acid-free tissue/paper

- e. Wrap textiles in Polyester film and tie with un-coloured cotton twill tape.



Cotton Twill Tape

- f. Coins should be enclosed in corrosion intercept film or polyethylene / polypropylene coin holders.



Corrosion Intercept Film/Bag



PE/PP Coin Holders

- g. Do not use stick-on labels / adhesive tapes as these contain chemical adhesive that may damage other items.
- h. Use only a soft pencil to label items. Ink will stain and change over time.

RULES AND REGULATIONS

1. The time capsule organizing committee reserves the right to reject items if these are in their opinion detrimental to other items.
2. The committee may give additional requirements on separate containment of some items.

3. All submission for the time capsule shall include a) the submission form which includes personnel details of the submission person, including information on next of kin and their contacts.
4. All items to reach the Sabah Tshung Tsin Alumni Association Secretariat by 28/Feb/2011.
5. The time capsule is to be opened on the year 2065.
6. The time capsule will be places at Sabah Tshung Tsin Secondary School new campus along Jalan Tuaran By-pass, Kota Kinabalu, Sabah.
7. The organizers shall not be liable to any loss/damage of the time capsule.
8. The time capsule will be 'buried' on 26/Mar/2011.
9. The committee reserves the right to modify any clauses in the rules and regulations stated above.