



Administrative Procedure 2130

Time Capsule

Board Governance Policy Cross Reference: [1](#), [14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

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A Time Capsule is defined as “a container used to store for posterity a selection of objects thought to be representative of life at a particular time.”

Time capsules and contents are historical in nature, reflecting pride and memories of the past and hope for the future. Time capsules are interesting to people of all ages and touch people on a wide scale. They preserve salient features of history and can serve as reminders of one generation to another. Time capsules give individuals, families and organizations an independent voice to the future. They are a meaningful gesture of continuity and communication.

Brandon School Division has established the following guidelines for the administration of time capsules throughout the Division. Time capsules:

- are to be created to recognize a special occasion, e.g., construction of a building; an historical event such as the anniversary of a building, community, Province or country; and new millennium.
- are to have a pre-established retrieval date such as 50 years, 100 years, or upon demolition of the building.
- are to have the retrieval date known in the community and recorded for archival/historical purposes at the school and the Division Administration Office.
- are to be opened only with approval of the Division.
- are to have a strong container with a cool, dry and dark interior suitable for preserving artifacts.
- are to be secured properly in such areas as the building cornerstone or a secure monument.

- are to include items having meaning into the future and of interest to the local community, e.g., pictures of the building, event, community, students and staff of the day; current newspaper articles, audio or video tapes; money presently in circulation; minutes, laws, legal documents of local interest; letters from student(s) of the day; items of local community, Provincial or national significance (e.g. Centennial books, medallions, etc.) and other commemorative items of the time.
- are to be recognized with a “sealing ceremony” with students, staff, parents, members of the community, dignitaries and the media being invited.
- are to have a photographic record of the event undertaken including the inside of the completed project with the information being retained for archival and reminder purposes.
- are to have “remembrances” of the establishment and retrieval dates at school anniversaries and reunions.
- are to be opened on the retrieval date as a community and historical celebration with invitations being sent for the projected opening with the contents to be replaced intact or archived.