JUNE 8, 1976
9-10 A.M.

PRESENT: Carl Doubleday, Chairperson
         Mark Spink
         Janet Stillwell
         Herb Williams
         Carol Zytkewick

The Committee would like to thank Herb Williams for attending. With his valuable assistance, the following conclusions were drawn:

1. The time capsule will be a 2-foot cube of sheet copper which will be soldered closed.

2. The cube will be encased in concrete with the completed structure being a cube of approximately 4 feet square (it may be partially underground).

3. The ARBA symbol and any lettering used will be set into the concrete on the sides of the cube. No plaque will be used.

4. The site was selected subject to approval of the University. It will be located in a 16-foot square in the corner of the Fine Arts Plaza nearest Sprau Tower and Brown Hall (the square is currently bricked). The cube would be constructed in the center of the square. The existing bricks would remain except for those removed to pour the footings and encasement.

5. Construction would be done in early fall before cold weather. Herb felt there was a good chance to have much of the work done by the various University shops. Money would need to be raised for materials.

6. Dedication would best come on the "Bicentennial Festival Day" should the various colleges choose to have this day.

To move along on the project, the following committee members agreed to these responsibilities:

Doubleday: Approach Bill Kowalski regarding approval of the site. Request Bob Luscombe's help in ascertaining if an ARBA symbol "form" is available for pressing into wet concrete. If it isn't, Doubleday will approach the Department of Art for assistance.
Stillwell: Approach Archives (through Committee member Peter Schmitt) regarding preservative steps to be taken. What kind of paper, ink, drying agents, preservative gas?, etc.

Williams: Will ask the University's landscape architect to sketch a drawing according to the decisions made.

Zytkewick: Approach Dean Fitch in Industrial Arts to see if someone in that division would be willing to construct the copper box.

The various persons will report to Doubleday individually. If necessary, a second meeting will be called before fall. It was assumed that the entire Bicentennial Committee will be determining the items to be included in the capsule.

Respectfully submitted

Carl Doubleday
Subcommittee Chairperson
January 10, 1977

Mr. Robert Luscombe  
Chairman of Bicentennial Committee  
College of Fine Arts  
Western Michigan University  

Dear Bob:

We are enclosing herewith the latest concept of the structure to enclose the Bicentennial Time Capsule. The lettering on the face could be what your committee might desire. We would suggest:

1. WMU on one face  
2. 1776 on another  
3. 1976 on a third  
4. 2076 on the fourth

The size of the Capsule could be reduced, however, we do not feel it should be increased in size without increasing the dimensions of the total structure to insure the approximate one foot of concrete enclosing the copper box. To construct the Capsule in accordance with the plans would cost approximately $810. We would envision pouring the structure to a level at the top of the Capsule box ahead of time. We could then place the Capsule in a ceremony and immediately thereafter pour the concrete over the top of the box. We envision the actual work being accomplished sometime in late April.

We await your response.

Sincerely,

[Signature]

Robert H. Williams  
Director  
Physical Plant

RHW/1c

Enclosure

cc: R.B. Wetnight  
    W.J. Kowalski
LIMESTONE CONCRETE SLAB
LIMESTONE AGGREGATE SHOULD BE 100% PASSING 3/8" @ 7 BAG CEMENT

SECTION 1" = 1'0"

WESTERN MICHIGAN UNIVERSITY
BICENTENNIAL TIME CAPSULE

ROBERT L. BOYLE
ASSOCIATES 12/17/76
1 of 2
4 March 1977

SUBJECT: Archival processing of black and white photographic prints

TO: Mr. John Madill, WMU News & Publications

FROM: D. Curl, ERC

The best recommendations I know of lead me to suggest the following procedure for processing prints to be included in the Tricentennial Time Capsule:

1. Use conventional enlarging paper. Do not use stabilization paper or the stabilization process. RC paper may or not be troublesome, but we don't know.

2. Print with a wider margin than usual all around. At least 1/2" instead of the customary 1/4". Stains usually begin at the edges.

3. Use a two-bath fixing system with fresh fixer in both baths. Fix for approximately four minutes in each bath with very frequent agitation (shuffle the prints from top to bottom in the tray at least once per minute).

4. Transfer the prints directly from the final fixer into a solution made up as follows:
   - Kodak Hypo Clearing Agent working solution 1 gal. 4.0 liters
   - Kodak Rapid Selenium Toner concentrate 3.5 oz. 100.0 ml.
   - Kodalk Balanced Alkali 2.5 oz. 75.0 grams

   Agitate the prints constantly by shuffling the stack in this solution for three to five minutes.

5. Transfer the prints directly from the toner solution to the washer. Wash for approximately one hour, insuring at least one complete change of water each five minutes (dump and refill the washer if necessary). Be sure that prints are completely immersed and well separated throughout the wash cycle.

6. Transfer prints to an HE-1 solution made up as follows (mix immediately before use, as this solution does not keep--leave in an open container without a cap because of the Peroxide):
   - Water 16 oz. 500.0 ml.
   - Hydrogen Peroxide 3% solution 4 oz. 125.0 ml.
   - Ammonia solution* 3.25 oz. 100.0 ml.
   - Water to make (total) 32 oz. 1.0 liter total

   *1 part concentrated ammonia (28%) to 9 parts water.

   Shuffle the prints constantly in this solution for six minutes. Then rinse with clean water and place prints into print washer for an additional 20 minutes washing time with good separation and agitation as in step 5.

7. Place each print separately on a clean sheet of plexiglass or glass (not a tray bottom) and squeegee each side. Place prints on a clean surface such as a sheet of polyethylene while squeegeeing others.
8. Dry the prints face down on clean fiberglass or plastic mesh screening in an area where there is a relatively free circulation of clean air at moderate humidity.

9. If prints are to be mounted, use only Seal Fusion 4000 dry mounting adhesive and 100% rag content museum board. Ask me about this if mounting is contemplated. Store prints in polyethylene bags or envelopes.

Good Luck! Let me know if I can be of any further help.

dhc

References:

Wilhelm, Henry, PROCEDURES FOR PROCESSING AND STORING B&W PHOTOGRAPHS FOR MAXIMUM PERMANENCE. East Street Gallery, 723 State St., Grinnell, IA 50112

Eastman Kodak Company, B/W PROCESSING FOR PERMANENCE, Kodak Publication J-19, Eastman Kodak Co., Rochester, NY 14650

Eastman Kodak Company, PROCESSING CHEMICALS AND FORMULAS, Kodak Publication J-1 Eastman Kodak Co., Rochester, NY 14650
DATE: April 22, 1977

TO: Joe Kanamueler, Chemistry Department

FROM: Carl Doubleday, University Bicentennial Committee

SUBJECT: Time Capsule Atmosphere Exchange

Thank you, Joe, for being so helpful relative to the atmosphere exchange for the university's bicentennial time capsule. We really appreciate your assistance.

This valve information has been passed on to Ralph Allen who is supervising the construction of the capsule:

Suggest purchase and installation of this valve in the top of the time capsule: Lecture Bottle Control Valve Straight Pattern Hose End LB-5820 (circa $12). The valve can be obtained from Welders Supply where specific requests and questions may be directed to either Bill or Greg (phone 382-4376).

You will be checking with Dr. Iffland to see if the chemistry department will be able to contribute the necessary amount of hexamethylenetetramine and the necessary volume of argon gas to complete the atmosphere exchange.

Finally, we deeply appreciate your willingness to perform the atmosphere exchange. We will ask Ralph Allen to attempt to have the capsule completed by Friday, May 20. Then the capsule can be filled and sealed to be air tight on Monday, May 23. The atmosphere exchange can then be attempted early that week in case you determine the capsule is indeed not sufficiently air tight. This would give us time to correct the situation and complete the atmosphere exchange in time for the ceremony on Friday morning, May 27.

Ralph, please be certain to construct the vault large enough to accommodate the height of the valve. The height should be able to be determined by calling Welders Supply.

Thank you again, Joe, for your help.

cc: Ralph Allen
Robert Luscombe (Chairman, University Bicentennial Committee)

P.S. Ralph, for your information, the valve is a stainless steel valve.