

# **Hambleton Time Capsule Project**

## ***guidelines for file and data storage***

### **Introduction**

Storing data in electronic rather than physical format allows the storage of a virtually unlimited, amount of information. However as the time capsule is planned to span a period of fifty years care must be taken that the storage methods and data retrieval tools are suitable for long term storage.

Your submissions for storage and later retrieval are very welcome. Please use the guidelines, file formats and advice below to ensure that your contribution will amaze and delight those who access it in 2076. Any problems with the technology, then just ask.

### **Equipment**

Our data storage will be based around Blu-Ray M Discs. Other common storage devices such as DVDs, SSDs, flash drives etc have an unacceptably low storage life span, and hard drives are prone to mechanical failure. M discs have a capacity of 25GB, we will have as many discs as necessary and will also include a disc player in the time capsule. A second set of discs will be prepared as a backup for storage in another location.

### **File Formats**

Wherever possible data should be stored in an uncompressed file format. The preferences for file format are noted in the table below, in descending order –

<i>Ideal</i> ↓ OK	<b><i>Photographs and Images</i></b>		<b><i>Video</i></b>
	RAW		MKV
	TIFF		H 264
	JPEG		AVI
	HEIC		MP4

We accept that many contributors will be using phones etc and that choice of format will be limited typically to JPEG/JPG/HEIC (newer iPhones) for images and AVI and MP4 for video.

### **File Naming and Records**

This material will be accessed by villagers in 50+ year's time, and they may have little or no idea of the event/people/place etc that is recorded. To assist this wherever possible please name your files using the format below and include a "Read Me" Word (or similar programme) document with at least a brief description based on the format below. Also a note of the names of people pictured in photographs.

## **Naming**

A photo from my phone might be named IMG\_1883.jpg – not very helpful! Our suggestion is that we use a consistent format to help others access the files easily and quickly. This can be done using the file rename facility in both Windows and Mac computers. Files should be renamed with the initials of the photographer, a location identifier either in full or as an acronym, the number of the image/video/word document in the sequence and the date in 3 letters for month and 2 numbers for the year. For example: -

IMG\_1883.jpg = RPvyd 1 Nov25  
IMG\_1884.jpg = RPvyd 2 Nov25 etc

The type of file is identified by the letters after the dot, eg .jpg, and should not be changed.

## **Record**

The individual images or other types of files should be stored in a suitably labelled folder eg RPVineyard Nov25. Include within that folder a Word (or similar text format) document that briefly explains what your folder records and wherever possible please give brief details, particularly if the image includes people.

An example of the naming convention is given in Appendix A.

## **What Next?**

Once you have collected your data send it via Wetransfer (<https://wetransfer.com/>), Dropbox (<https://www.dropbox.com>) or similar online tool to [timecapsule@historic-hambledon.co.uk](mailto:timecapsule@historic-hambledon.co.uk). Or pass it to a History Group member on a flash drive, SSD etc or contact me and I will come to you and download it onto a portable drive.

There will be a cut-off date in mid 2026, this will give us sufficient time to review and, if necessary, reformat the data and then to prepare the storage discs.

If you are not sure how to prepare your files or are having problems, please contact me and one of our team will be happy to assist. Our email address is - [timecapsule@historic-hambledon.co.uk](mailto:timecapsule@historic-hambledon.co.uk) . Don't get fussed about the technology and let this be a problem, we can sort this out for you. Please do contact me on any queries arising.

***Finally – if you can't cope with all this technology but would like to submit something just let us know.  
We can do this for you and have allowed time in the schedule accordingly.***

Let's do our best to make this a fantastic experience for future villagers in 2076!

Roger Palmer  
Treasurer, Hambledon History Group  
[treasurer@historic-hambledon.co.uk](mailto:treasurer@historic-hambledon.co.uk)

07779 022969  
West Side, West Street

## Appendix A

### ***An example of how to name folders and files***

A folder should ideally contain a “Read Me” document together with the image or text files. Suitable labelling will enable readers to access the information quickly and easily.

- Folder title - RPVineyard Nov 25

*Include in the folder a “Read Me” file that gives detail about the files*

- “Read Me” Word document - RPVineyard Nov 25.docx

Example text - These images were taken by Roger Palmer (RP).This folder contains images of the village walking group taking the footpath from the School to the top of Windmill Hill and then down to Brook Lane.

- Images

RPvyd 1 Nov25 – general view of the vineyard from the top of the hill

RPvyd 2 Nov25 – walking group members Murray Mahon (left) who lives in the Maltings and Roger Palmer of West Side, West Street (right)