



Submission Form*

*Use one form for each item (up to 3 per individual or organization)

Email each completed form, scans and any additional information to MSAoutreach@sos.mo.gov

Contact Name: _____ Address: _____

City: _____ County: _____ State: _____ ZIP: _____

Best Phone: _____ E-mail: _____

Are you 18 or above? Yes No

If no, parent or guardian signature required:

Guardian's Name: _____ Guardian's Signature: _____

Please review submission criteria in full to ensure your entry will be closely reviewed.

Acknowledgement

By filling out this form, I am acknowledging:

- 1) That the record becomes the non-exclusive property of the Office of the Missouri Secretary of State. The record will become part of the collections of the Missouri State Archives and will be made available to the public. I understand that the images of the record may be reproduced for any purpose by the Office of the Missouri Secretary of State. Proper credit will be given to the submitter and/or photographer.
- 2) That I am the copyright owner of this record (by virtue of having taken the photograph/written the letter myself or because the record was legally transferred to me); or that the record is or will be in the public domain (typically 96 years old or older by 2076); or that I have included written permission from the copyright owner with this submission. The Missouri State Archives and Office of the Missouri Secretary of State are indemnified against any legal challenges to copyright status.
- 3) That the record and accompanying information contain no violations of privacy with regard to the subject's private personal identifying information (SSN, birthdate, etc.) or health history. All rights to privacy are the responsibility of the submitter. The Missouri State Archives and Office of the Missouri Secretary of State are indemnified against any legal challenges to violations of privacy.

Signature: _____ Date: _____

Thank you for your submission to the Show-Me America 250 Time Capsule! For questions, contact the Missouri State Archives at MSAoutreach@sos.mo.gov or (573) 751-3280 and follow us on Facebook ([@missouristatearchives](https://www.facebook.com/missouristatearchives)) for Show-Me America 250 Time Capsule updates.

Entry Information

Check one.

Past Present Future

Check one.

Photograph Document Object

Photograph Details

Date Taken (MM/DD/YYYY. Provide range or best estimate if unknown): _____

Location (site, town, county if known):

Dimensions (combined dimensions cannot exceed 8.5 x 14 x .25 inch or 2 x 2 x .5 inch for small items):

Photographer (Write "unknown" if applicable): _____

Are you the photographer? Yes No

If no, is the photograph in the public domain? Yes No

If no, provide documentation with this form that you have the copyright owner's permission to disseminate.

Original photograph medium?

Digital Print Slide Negative Glass Plate Other (please specify) _____

Born-digital images, if selected for the time capsule, must be printed and mailed to the Missouri State Archives. **Please contact us for possible assistance if unable to print an image yourself.**

Photograph Description (be as detailed as possible):

- 1) Significance – How does the photograph fit into the focus area(s)? Tell us its story.
- 2) People – Who's in the photograph? Names, relationships, occupations, ages at time of photo?
- 3) Activities – What's going on? Any identifiable tools or objects?
- 4) Buildings – Do you know the street address? Business name?
- 5) Any additional relevant information.

Document or Object Details

Date Created (MM/DD/YYYY. Provide range or best estimate if unknown): _____

Location (site, town, county if known):

Manufacturer (Write “unknown” if applicable):

Where/How Obtained (Write “unknown” if applicable):

Materials (List multiple if applicable):

Dimensions (combined dimensions cannot exceed 8.5 x 14 x .25 inch or 2 x 2 x .5 inch for small items):

If object is a challenge coin or lapel pin, list affiliated group or organization (Write “unknown” if applicable):

Artifact Description (be as detailed as possible):

- 1) Significance – How does the object fit into the focus area(s)? Tell us its story.
- 2) People – To whom did this object originally belong? Who has owned it since then?
- 3) Activities – What is this object’s purpose? What is it used for? Did it require any tools or objects?
- 4) Any additional relevant information.

