

## Photographic Documentation for Virginia Department of Historic Resources (DHR) Basic Survey

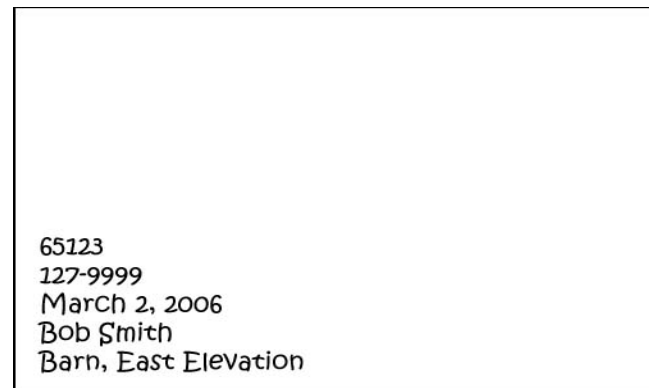
**Important Note:** If submitting photographic documentation to accompany a National Register of Historic Places nomination, please refer to “**Photographic Documentation for National Park Service (NPS) Register Nominations**” (page 3 below).

There are two options for submitting photographs for DHR architectural surveys: traditional 35mm black-and-white or digital images. The following are requirements of all photographs submitted to DHR. Below these general guidelines are the technical requirements for each type of image.

Photographs must be either 3 ½ x 5 (preferred) or 4 x 6 inches, unmounted, and printed in black and white on archival-quality photograph paper. Photographs should be labeled on the reverse side, using soft-lead pencil or china marker. **Pens, felt-tip markers, and adhesive labels are not accepted.** On the back lower left corner of each photograph, provide the following information:

Example of accurately labeled photograph (reverse side):

- Negative number (for 35mm photographs only, see below)
- DHR identification number for resource
- Date of Photograph
- Name of Photographer (Optional)
- A Brief Description (e.g. "Main House, south elevation" or "Main House, second-floor, southeast bedroom")



Photographs must be submitted in transparent, *Print File* brand photograph sheets (style 35-10P or 46-6P). Each photograph sheet holds up to ten 3 ½ x 5-inch photos or six 4 x 6-inch photographs, arranged back-to-back. The DHR ID number(s) should be written in the white margin along the edge of the photo sleeve.

**Black-and-White (35mm) Film:** Each roll of 35mm film receives a unique 5-digit negative number that is assigned by the DHR Archivist in Richmond at (804) 367-2323. Negatives are submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the five-digit DHR negative number written between sprocket holes at the top right corner. Do not cut apart the negative strips or the negative sleeves. Label the top of each negative sheet with the DHR negative number, date that the photographs were taken, and the subject's name and DHR file number.

A photograph log for each set of negatives must be provided. The photograph log should include a detailed list of the resources with their names, DHR identification numbers, frame numbers, city or county, date of photograph, name of photographer, and brief descriptions of the images.

For historic district surveys, the name of the historic district and the historic district's DHR file number must be included on the negative sleeve. The photograph log for a historic district must include the address and name (if one exists) of the photographed resources (by frame) and the three-part DHR identification number.

**Digital Images:** Electronic image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media. The size of each image must be 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. Digital images should be printed according to the general photography guidelines above. DHR has adopted the National Register of Historic Places and National Historic Landmarks Survey photograph policy with regard to acceptable ink and paper combinations for digital images. See NPS regulations at <http://www.cr.nps.gov/NR/policyexpansion.htm>.

Digital images should be named using the following convention: DHR File Number, resource name, year that the photograph was taken, and view. There should be no spaces in the file name. The TIF image file name should be no longer than 100 characters in length (abbreviate resource name and/or view description if possible).

For example: 134-0011\_FerryFarmPlantation\_2005\_east\_elevation  
002-0130\_Pantops\_1972\_west\_elevation

111-0009-0085\_1600CharlesSt\_2007\_S\_wing

All of the digital image files for a single property should be collected within a folder prior to being saved on the CD-R. The folder should be named using ONLY the DHR file number: for example, the three folders for the example image files above should be named: 134-0011, 002-0130, and 111-000-0085. No other information may be included in the folder name.

CD-Rs should be labeled with a project name, agency/company, month/year of photographs, project/contract # (if applicable), and the range of DHR resource numbers saved on the CD-R.

**Slides:** A survey project may require color slides for intensive-level surveyed properties, public slide presentations, or to accompany Preliminary Information Forms. Slides are labeled with the resource name, DHR identification number, location (county, independent city, or county-town), and date (if it does not appear on the matte).

## Photographic Documentation for National Park Service (NPS) Register Nominations

Please include one of the following options with your nomination (each item will be described in detail below):

**- In each case DHR needs either a set of slides or a CD with all the photographs -**

1. **35 mm Photographs** - Two sets of Black and White (B&W) photographs to match the photograph list in the nomination; and one set of any extra photographs; and the negatives.
2. **Digital Photographs** - Two sets of Black and White (B&W) photographs to match the photograph list in the nomination; and one set of any extra photographs; and one CD with the photographs to match the photograph list in the nomination.

For individual resource nominations: 4 – 8 photographic views are sufficient, including both interior and exterior views.

For historic district nominations: 8 – 12 photographic views are sufficient, including some single buildings and some streetscapes.

**Printed Photographs:** Printed size can either be 3½” x 5”, 4” x 6”, or 5” x 7” (publication photograph no longer necessary). Photographs must be B&W and printed on B&W paper or the equivalent on 75-100 year archival paper. Be sure to include a continuation sheet (after Section 10) in the nomination that provides all the information common to all photographs, followed by a photograph list providing information pertinent to each individual photograph. Each photograph should then be labeled with a soft pencil (8b or 9b) or a china marker (no adhesive labels) with a minimum of: the resource name, city/county/state, and the photograph number that corresponds to the photograph list. For guidance refer to NPS Bulletin #16-A online at <http://www.cr.nps.gov/NR/publications/bulletins/nrb16a/>. The alternative is to follow the DHR survey photography guidelines as described below. The photographs matching the nomination list may be turned in loose. However, all photographs to be turned into the archives **must** be put into photograph sleeves as noted in the survey photography guidelines below. For acceptable ink and paper combinations, refer to the NPS photograph policy regulations at <http://www.cr.nps.gov/NR/policyexpansion.htm>. For assistance in taking quality photographs, see NPS Bulletin #23 at <http://www.cr.nps.gov/nr/publications/bulletins/photobul/>.

**Negatives:** Each roll of 35mm film receives a unique 5-digit negative number that is assigned by the DHR Archivist in Richmond at (804) 367-2323, extension 124. Negatives must be submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the five-digit DHR negative number written between sprocket holes at the top right corner. Label the top of each protective negative sheet with: the DHR negative number, date the photographs were taken, and the resource’s name and DHR file number. Attach a sheet of paper to each negative holder listing frames and a brief description of each frame (e.g. west elevation, east elevation, living room mantel, smokehouse, etc.). This list is separate from the photograph list used with your nomination. Contact the archivist with any questions.

**Slides:** Ten (10) to fifteen (15) color slides, interior and exterior, for individual properties and general views for historic districts are required for the final presentation, or a CD with all the photographic images. Please label each slide with resource name, DHR File number, date, and location. Slides are to be submitted in archival sleeves, similar to the photograph and negative sleeves. Attach a sheet of paper to each sleeve providing a brief description of each slide (e.g. west elevation, living room mantel, smokehouse, etc.). This list is separate from the photograph list used with your nomination.

**Computer Disk:** DHR now asks that you submit your nomination in hard copy form as well as in disk format (Word Perfect or MS Word) so it can be downloaded into our archives database and onto our web site. Please make sure the entire nomination is in **one document** and not in separate parts for each section, including the **inventory section** for historic districts. **The nomination will be returned if it is not presented in one document.** This CD may also contain all the photographs that have been taken for the resource if they are in digital format.

**Photographic Disk:** Prints produced from digital photographs submitted as official documentation must be accompanied by corresponding electronic image files. Electronic image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media, in keeping with guidance on digital photographic records issued by the U.S. National Archives and Records Administration. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. The file name for each electronic image saved on the CD-R must correspond with the photograph log included in the nomination and the information labeled on the back of each photograph, and it should also reference the state and county in which the property is located. For example, the image files for the James Smith House in Albemarle County, Virginia, would be saved as “VA\_AlbemarleCounty\_Smith1.tif,” “VA\_AlbemarleCounty\_Smith2.tif,” and so forth. Label the CD itself with the resource name, city/county/state, DHR file number, and date that the photographs were taken.