

Photographic Documentation - Virginia Department of Historic Resources (DHR) Architectural 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**”.

When submitting survey materials to DHR, labeled black-and-white photographs on archival-quality photographic paper AND correctly labeled and formatted digital image files (either in the original color, or in electronic files created from 35mm negatives) are required.

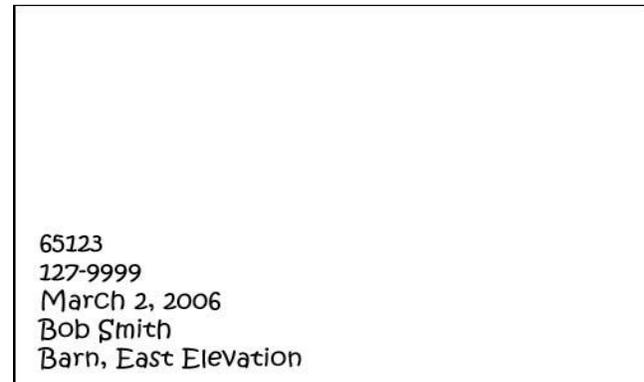
There are two source options for producing and submitting black-and-white photographic prints and the electronic image files that are required for DHR architectural survey: traditional 35mm negatives, or digital files. The following are requirements of all photographs submitted to DHR. Below these general guidelines are the technical requirements for each type of image.

The preferred photographic prints will be either 3½- by 5-inch (preferred) or 4- by 6-inch, unmounted, and printed in black-and-white on archival-quality photograph paper. Individual prints are preferred and encouraged. 3½- by 5-inch or 4- by 6-inch images arranged and labeled on 8- by 10-inch archival quality photograph paper will be accepted if all the images are of the same resource. 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.** It is also acceptable to label the photographs within the white margin on the front of the image. When labeling in the margin on the front of the photographic print, the information may be generated by computer, or an archival photo labeling pen may be used.

In the lower left corner on the back or in the white margin on the front 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 the resource
- Date the photograph was taken
- 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, 46-6P, or 810-2P). Each photograph sheet holds up to ten 3½- by 5-inch, six 4- by 6-inch photos or two 8- by 10-inch photo pages, arranged back-to-back. The DHR ID number(s) should be written in the white margin along the edge of the photo sleeve, along with the date the photographs were taken. Adding the photographer’s name is optional.

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 printed images. See NPS regulations at:

<http://www.nps.gov/nR/publications/bulletins/photopolicy/index.htm>

Digital Images:

Electronic image files must be saved as uncompressed .JPG files on DVD or CD-R media. The size of each image must be 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. **The file size should be less than 10 megabytes.** 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.

DVDs and 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.

Digital images should be named using the following convention:

- 1) DHR Identification Number
- 2) Resource Name (may be abbreviated)
- 3) Year (that the photograph was taken)
- 4) View/Description

There should be no spaces in the file name.

The JPG image file name should be less than 100 characters in length. Abbreviate the resource name and the view/description if possible.

Examples:

 139-5103_House_705_E_Main_Street_2012_rear_facing_NW.jpg	3/6/2012 5:03 PM	JPEG image	226 KB
 139-5103_House_705_E_Main_Street_2012_facing_SE.jpg	3/6/2012 4:56 PM	JPEG image	234 KB
 139-5103_House_705_E_Main_Street_2012_facing_NE.jpg	3/6/2012 4:55 PM	JPEG image	260 KB

Folders:

All of the digital image files for a single property should be collected within a folder prior to being saved on the DVD or CD-R.

The folder should be named using **ONLY** the DHR identification number.

Examples:

Name
 134-0011
 002-0130
 111-0009-0085

Historic Districts:

When surveying in support of a historic district nomination, there may be individual properties within the boundaries of the district that have been previously identified and recorded in the DHR inventory. Those resources will retain their two-part individual identification number. But at the time of the documentation of the historic district survey those properties will also be issued a three-part historic district identification number (“tertiary number”).

The rules to follow on labeling materials during a survey conducted to document a historic district:

- 1) **Hard-copy printed** materials must be labeled and organized under the property’s three-part **historic district tertiary number**.
- 2) If **previously recorded**, all **electronic** materials (the VCRIS data entry and digital image files) must be labeled and organized under the previously issued two-part **individual identification number** for that property.
- 3) If newly **identified and recorded solely under a tertiary number** in the district, all electronic materials must be labeled and organized under the three-part tertiary property identification number.
- 4) The digital image files should be organized by property, within a folder named with the two-part individual identification number (if applicable), and otherwise under the three-part historic district tertiary number.

Black-and-White (35mm) Film:

If you are using B&W 35mm film for your survey, and if you are submitting the negatives for storage in the DHR Archives, then a negative number is required for those negatives. Each roll of 35mm film receives a unique 5-digit negative number that is assigned by the DHR Archivist Quatro Hubbard, at quatro.hubbard@dhr.virginia.gov, or (804) 482-6102.

- 1) Negatives are submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames.
- 2) Each strip must have the five-digit DHR negative number written between sprocket holes at the top right corner.
- 3) Do not cut apart the negative strips or the negative sleeves.
- 4) Label the top of each negative sleeve with the DHR negative number, photograph date, and the DHR identification number(s).
- 5) For historic district surveys, the district name must be included on the negative sleeve.
- 6) The photographer's name and/or the agency/consulting firm's name may be added to this label (optional).