

Virginia Department of Historic Resources (DHR) Photographic Documentation Requirements for Architectural Survey

Introduction

DHR requires the following photographic documentation for each recorded architectural resource:

- 1) Labeled color photographs printed on photographic paper
- 2) Labeled and formatted color digital image files

There are two source options for producing and submitting color photographic prints and the electronic image files: 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.

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](#)".

DHR recommends that camera and printer resolution settings should be sufficient to produce prints with sharp detail. Appropriate resolution and contrast are of utmost importance when taking survey photos.

Printing Photographs from Digital Images

1. Take the photos in color
2. Download the photos onto your computer
3. Format properly and name each JPG according to directions below
4. Sort the photos into the labeled folders, see directions below, and save to a CD/DVD
5. Print images in color at **300 dpi** (select this option in your computer's print menu) and label according to directions below

Photographic Prints

The photographic prints should be either 3½- by 5-inch or 4- by 6-inch, unmounted, color photographs printed on photograph paper. 3½- by 5-inch or 4- by 6-inch images arranged and labeled on 8- by 10- inch 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.

Paper and Ink

DHR has adopted the National Park Service Photographic Policy in recommendations for paper and ink. The full policy is available here:

https://www.nps.gov/Nr/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf.

DHR requires the photographs to be printed on paper specifically designed for photograph printing using inks specifically designed for photograph printing.

DHR and the NPS recommend using all materials from one manufacturer (if you have an HP Photo printer, use HP paper and HP inks, likewise if you have an Epson photo printer, then use Epson photo paper and Epson ink).

Commercially printed color prints are acceptable. Regular copy/printer paper is not acceptable.

Labeling Photographic Prints

Photographic prints should be labeled in the lower left corner on the back or in the white margin on the front of each photograph with the following information:

- DHR identification number for the resource (i.e. 123-4567 or 123-4567-0001)*
- Date the photograph was taken
- Name/Organization of photographer (optional)
- A brief description (e.g. "Main House, south elevation" or "Main House, second-floor, southeast bedroom")

Example:

<p>118-0061 September 19, 2016 Historic Survey Associates, Inc. Anne Spencer House, East Elevation</p>
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**Use the primary DHR ID# except for resources recorded as part of a historic district survey. See below for additional guidance.*

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/organization is optional.

Digital Images

Digital image files must be saved as uncompressed .JPG files organized into folders by DHR ID# 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.






Naming Digital Images

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

Use an underscore to separate the name parts. There should be no spaces in the file name. The first three parts of the files name (DHR ID#, Resource Name, and Year) should all be the same for each property; the view/description should be individualized to the photographic view.

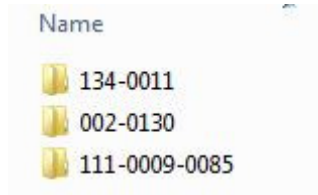
The JPG image file name should be less than 100 characters in length. Abbreviate the resource name and the view/description if possible. Examples:

Name	Date modified	Type	Size
 035-0018_Doe_Creek_Farm_1996_exterior_front_elevation_North.jpg	6/4/2015 1:13 PM	JPEG image	318 KB
 035-0018_Doe_Creek_Farm_1996_interior_bedroom_1st_floor.jpg	6/4/2015 1:20 PM	JPEG image	281 KB
 035-0018_Doe_Creek_Farm_1996_interior_bedroom_1st_floor_mantel.jpg	6/4/2015 1:23 PM	JPEG image	241 KB
 035-0018_Doe_Creek_Farm_1996_meathouse_front_oblique_SE.jpg	6/4/2015 1:16 PM	JPEG image	436 KB
 035-0018_Doe_Creek_Farm_1996_orchard_facing_West.jpg	6/4/2015 1:18 PM	JPEG image	350 KB

Digital Image 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:



CD/DVDs

CDs/DVDs 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 disc. The CD/DVS does not need to be archival quality.

Labeling Printed Photos and Digital Images for Historic District Surveys

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**, the **digital images** 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 DHR ID# number.

Labeling Requirements for Properties Recorded as Part of a Historic District Survey		
	Newly Recorded Resources/Tertiary DHR ID# Only	Previously Recorded/Individual (seven-digit) and tertiary DHR ID#
Hard-copy materials (printed VCRIS form, site plan, photographs)	Tertiary ID#	Tertiary ID#
Digital Images	Tertiary ID#	Original seven-digit number
Folder for Digital Images	Tertiary ID#	Original seven-digit number
Archival Folders	Tertiary ID#	Tertiary ID#