

National Register Digital Photo Checklist

Oregon State Historic Preservation Office, *revised January 2010*

Photographs for National Register of Historic Places nominations must meet specific requirements for image and printing quality. The “National Register Digital Photo Checklist” is based on the instructions provided in National Register Bulletin 16a, “How to Complete the National Registration Form,” and the current National Register Photographic Policy. State Historic Preservation Office staff will check digital images and prints to ensure that these requirements are met. Digital images and prints that do not meet the requirements will be returned to the preparer for correction. In instances where these instructions differ from guidance provided by older National Register publications, please follow the directions below. Unfortunately, staff cannot offer guidance on camera or software operation. If using 35mm photography please follow the instructions in step 5 for printing photos and provide a copy of the negatives to our office.

1. Adjust your camera settings	
<input type="checkbox"/> Completed	<p>Set your camera to take .tif or .raw images The National Register prefers that images be taken as original-capture .tif files or as .raw files and then converted to .tif. If you are taking images as .raw files a photo enhancement program, such as Adobe Photoshop, is needed to read the file and convert it to .tif format. Refer to your camera’s user manual to determine if it can take .tif or .raw images and how to set this function.</p> <p>Most consumer-grade, point-and-shoot digital cameras take images as .jpeg, .jpg, or proprietary image files and do not have the ability to take .tif or .raw images. Jpeg or .jpg images can be used if they are converted to .tif images using a photo enhancement program. See step 3 below.</p>
<input type="checkbox"/> Completed	<p>Adjust image size to at least 6 megapixels and 3000 x 2000 pixels in size at 300 dpi Generally, to adjust the size (pixels) of an image the file size of the picture (number of megapixels) will need to be increased. Cameras capable of taking 6 megapixel (MP) images and above with images set at least 3000 x 2000 pixels in size at 300 dpi are preferred. See your user manual to set this function.</p> <p>Images that are at least 2 MP in size and measure 1200 x 1600 pixels at 300 dpi are acceptable, but not recommended.</p>
<input type="checkbox"/> Completed	<p>Take images in RGB color All digital images must be taken in RGB color. This is the default setting for most cameras.</p>
2. Take your photographs	
<input type="checkbox"/> Completed	<p>Take complete photo coverage of the resource For single buildings, one image of each outside wall, at least one photo of each outbuilding, and one image of each principal room (living room, kitchen, dining room, etc.) are needed. Large spaces may require two photos. It is not necessary to supply a photo for each bedroom; instead, choose a representative bedroom. Take “detail” photos of notable features such as decorative facades or fireplaces as needed. Do not exceed 15 photos for a single building. Please contact the office for guidance on photographing historic districts or properties with multiple buildings, such as agricultural properties.</p>
3. Convert and name digital images	
<input type="checkbox"/> Completed	<p>Convert .raw, .jpg, .jpeg, or proprietary images files to .tif files A photo enhancement program, such as Adobe Photoshop, will be needed. This step is not necessary if the image is already in .tif format. Do not crop, color enhance, lighten, darken, or otherwise change images as part of this process. Poor-quality images that do not meet the image size specified in step 1 must be re-taken.</p>
<input type="checkbox"/> Completed	<p>Label the images All image files must be named in the following format:</p> <ul style="list-style-type: none"> • Example for individual properties: OR_MultnomahCounty_AnneSmithHouse_0001 • Example for district labels: OR_MultnomahCounty_SmithCommercialHistoricDistrict_0001 • Example MPS: OR_MultnomahCounty_AnneSmithHouse_SmithMPS_0001 <p>The naming convention, underscores, full county name, and leading zeros are required.</p>
<input type="checkbox"/> Completed	<p>Create a photograph log Each National Register nomination must include a photograph log with the image number, file name, and subject description noted. Please see an example at the end of this document.</p>

4. Create a CD

Completed

Copy the correctly formatted and named image files to a CD

Copy the correctly formatted and named image files to a single standard-format CDs without additional documents or folders. CD-RWs and DVDs and are not accepted. Label the CD as shown in the illustration to the right.

Labels printed directly to the CD using a laser printer are preferred. Neat, handwritten labels using an archival marker or Sharpie are acceptable.

Do not use ammonia or solvent-based pens.

Do not include scanned historic photos, copies of the nominations, or other supplemental documentation on the CD.



5. Print the images

Completed

Print two sets of black-and-white photos

Photos for National Register submissions must be at least 4 x 6 in size and be printed using archival-quality materials.

If professionally printing your photos, Fuji Crystal Archive or fiber-base papers should be used. If printing your own images, consider first the list below provided below by the National Register.

Recommended Papers: Epson Premium Glossy Paper
Kodak Ultra Photo Premium
HP Professional Satin Photo Paper
Matte Epson Ultra Premium Glossy Photo Paper
HP Premium Plus Photo Paper

Recommended Inks: Epson UltraChrome K3
Kodak No. 10 Pigmented Inks
HP Vivera Pigment Inks
Epson Claria "Hi-Definition Inks"
Epson DuraBrite Ultra Pigmented Inks
HP Vivera 95 dye-based inks

Preparers who use products not listed in this publication must submit a statement from the manufacturer of the product that states that the combination they selected is stable in an archival environment for at least 75 years.

Do not print scanned historic photos. Images may be imbedded in a separate "attachments" section as part of the application. Templates for National Register forms available at the SHPO website at http://www.oregonheritage.org/OPRD/HCD/NATREG/nrhp_forms.shtml

Important Notes

- Agfa papers and Kodak C-41 processing are not accepted by the National Park Service
- The products listed here are not intended to be restrictive or comprehensive, and does not constitute, and shall not be taken as an endorsement..
- The same standards for printing quality apply to 35 mm photography. When using print photograph, please provide a copy of the negatives to our office.

6. Label the printed images	
<input type="checkbox"/> Completed	<p>Label each photo Using a soft-led pencil or archival pen, label the back of the photos using the following convention: •Photograph 1 of 15: Anne Smith House, Multnomah County, OR. Do not press so hard that the lettering can be seen from the image side of the photograph.</p>
7. Key all photos to a site plan (Historic Districts Only)	
<input type="checkbox"/> Completed	<p>Mark photo locations on a map. Using a computer program or by hand, put the number of each photo on the district map. It is not necessary to write out the full photo name or description. The direction the photographer is facing should be indicated with an arrow. In addition to the photo location map(s) please submit a clean copy, (no photo locations) of the district map.</p>

SAMPLE NATIONAL REGISTER PHOTOGRAPH CONTINUATION SHEET

The following information should be entered into the National Register form in the same order and using the same format as below. Templates for National Register forms available at the SHPO website at http://www.oregonheritage.org/OPRD/HCD/NATREG/nrhp_forms.shtml

Name of Property: Anne Smith House
City or Vicinity: Portland
County: Multnomah County
State: OR
Name of Photographer: Bob Homeowner
Date of Photographs: November 2009
Location of Original Digital Files: 1495 Historic Lane, Portland, OR 97486

Photo #1 (OR_MultnomahCounty_AnneSmithHouse_0001)
South façade (left) and east elevation (right), camera facing northwest.

Photo #2 (OR_MultnomahCounty_AnneSmithHouse_0002)
South façade (left) and west elevation (right), camera facing northeast.

Photo #3 (OR_MultnomahCounty_AnneSmithHouse_0003)
Living room, camera facing east.

Photo #4 (OR_MultnomahCounty_AnneSmithHouse_0004)
Hall (right) and master bedroom (left), camera facing north.

**Continue as needed. Do not exceed 15 photographs for a single building, unless directed by SHPO staff.*