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## POLICY CHANGE for ARCHITECTURAL SURVEY PHOTOGRAPHS

As of October 1, 2013, the Maine Historic Preservation Commission has changed the photographic policy for architectural survey. Black and white film is no longer required for surveys. The following is required for all MDOT or Review and Compliance surveys, and supersedes all previous guidance as published in the *Above Ground Cultural Resource Survey Manuals, 2010*.

*This policy change does NOT apply to National Register of Historic Places nominations for properties within Maine.*

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### A. Digital Images

1. An image shall be taken of each resource with a digital camera. The original image size must be no smaller than 1600 x 1200 pixels at 300 pixels per inch. The digital images shall be saved in RGB color format. All digital images shall be burned onto a CD-R or DVD-R disk, and the disk labeled with project name, PIN # or MHPC #, surveyor name and date of images. The individual images must be labeled in a manner that allows them to be linked to the specific survey form. Use a consistent method in each project.

Preferred name: Pin #\_Survey Map #.jpg

Example: 01234\_1.jpg

01234\_1a.jpg (for multiple shots of the same resource)

Alternative name: Pin #\_address\_description.jpg

Example: 01234\_1Main\_barn.jpg

2. Each digital image shall be uploaded on the appropriate form in CARMA.

3. A test image, in black and white, may then be digitally printed directly onto a blank survey form (using the required coverstock). If the printed image is clear (no bleeding), then all the survey images can be printed directly onto the forms (in black and white), when the forms are printed from the website. (Surveyors need to send a sample image on survey cover stock to MHPC for approval prior to printing the project.) If the test image is not clear, then all the digital images must be printed onto photographic paper as specified below and this image will then be affixed to the submitted copy of the survey using archivally safe adhesive.

4. The digital images may be printed in black and white or in color.

5. The size of the printed images will be 3 ½" x 5".

6. The digital images will be indexed to the survey forms.

7. Digital image printing. All digital images printed for architectural surveys must meet a 75 year archival standard. The standard is met through a combination of archival photographic paper and photographic ink. These combinations are subject to change.

Archival quality paper: Use manufacturer recommended paper for photograph prints.

Some examples:

- 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

Ink: Manufacturer recommended ink for photograph printing.

Some examples:

- 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

*These examples are based on the National Register of Historic Places Photographic Standards. Please consult the NR Photographic Standards for more information and updates on digital prints.*

[http://www.nps.gov/nr/publications/guidance/Photo\\_Policy\\_final.doc](http://www.nps.gov/nr/publications/guidance/Photo_Policy_final.doc)

8. Photographs shall be affixed to the inventory form using archivally safe adhesive, such as Elmer's Glue. Photographs attached with paperclips or staples will not be accepted.

## **B. Additional Photographic Standards and Guidance**

1. Photographs must be of sufficient quality, with regard to composition, exposure, and subject to enable adequate evaluation of the resource. Seek out the best shot.
2. A separate photograph should be taken of every major structure or landscape feature as seen from the road. The focus of this image should be the structure that is being described on that form.
3. Photographs should be taken at a face on or oblique angle, and be free from obscuring elements (trees, parked cars, overpasses, review mirrors) whenever possible.
4. All digital images must be printed using a combination of archival ink and paper as referenced above. Prints with streaks, lines, large pixels or poor ink quality will be returned.
5. Do not mount photographs in a manner that obscures printed material on the form. If the photograph is too big to fit in the space provided mount it on a continuation sheet. Barn photographs may be mounted on the back of the Barn form.
6. For properties listed in or determined to be eligible for listing in the National Register additional photographs must be submitted that depict the property in relation to the proposed project area (i.e. road, bridge, culvert).
7. For properties within eligible historic districts include photographs of the overall landscape showing the relationship of resources to each other (i.e. street views). Additional views should be used to supplement the curbside image, to provide overall landscape images, or capture specific features, including stone walls, terraces, tree lines, etc. Additional photographs should be attached to continuation sheets.
8. Attach as appendix to the survey report digital images of all non-contributing resources within an eligible historic district. Reference these photographs in the survey report under "NR Eligibility", discuss the impact the resources have on the eligible district, and key the photographs to the district map.
9. Photographs of barns need to depict the barn in question! Do not simply duplicate an overall property shot that includes a barn for the barn photograph. Use a telephoto lens if necessary to isolate the appropriate image.