

**Idaho State Historic Preservation Office
Photographic Standards for
Archaeological and Historic Sites Inventory Forms and
National Register Nominations
2007**

Archaeological and Historic Sites Inventory Forms

All photographs submitted to the Idaho State Historic Preservation Office as documentation for archaeological and historic properties must be sufficient to allow for concurrence with determinations of eligibility and effect. If the following requirements are not met, the submitter will be notified and any associated Section 106 Review delayed until photographs meeting the requirements are submitted. Additional requirements may be necessary in cases of Section 106 mitigation.

- **At least two (2) clear photographs per property must be submitted for all recordings (see exception under IHSI forms below). Different requirements apply whether the photographs are part of the recordation contributing to the Idaho Historic Sites Inventory (IHSI) or Archaeological Survey of Idaho (ASI).**

IHSI forms: While Section 106 and other surveys require at least two (2) photographs per property, non-archaeological Certified Local Government (CLG)-generated surveys can be limited to one (1) photograph per property. All surveys should consider that for properties containing two or more resources, photographs of associated structures/features are required. When photographing historic buildings, photograph the primary (front) exterior wall of each property recorded; oblique images, where possible, are recommended. Depending upon the complexity of a property, it may be appropriate to take several photographs from various angles as well as of major additions and/or alterations.

Acceptable forms of photographic documentation for IHSI forms include:

- Black and white archival-quality prints for 35mm photographs.
- Black and white or color archival-quality digital photographic prints.
- Photographs in JPEG or TIFF format on CD *in addition* to hard-copy prints.
- Negatives accompanied by a photographic log *in addition* to hard-copy prints.

ASI forms: One of the two photographs should be an overview that includes geographic features that would help relocate the site. Additional photographs of significant features or artifacts may be submitted. Acceptable forms of photographic documentation for ASI forms include:

- Black and white archival-quality prints for 35mm photographs.
- Black and white or color archival-quality digital photographic prints.

- **Photographs must be at least 3 ½ x 5 inches, but 4 x 6 inches and larger is preferred.**

- **Only archival-quality photographic prints meeting a 75-year-permanence standard will be accepted. The following requirements must be met depending upon the technology applied.**

Traditional 35mm Black and White Prints:

- 35mm prints must be produced using black and white film developed with black and white processing chemicals and printed on black and white photographic paper
- Resin-coated photographic paper is acceptable, but fiber-based photographic paper is preferred.
- Photographs processed with chromogenic processing (C-41), or printed on chromogenic papers, are not acceptable.

Digital Photographic Prints:

- Inks and paper used for digital prints must be archivally stable. The type of inks and paper used must be declared within the inventory form. Types used may also be stated *additionally* in the survey report. A non-comprehensive list of acceptable ink and paper combinations for digital images that meet a 75-year-permanence standard is maintained by the National Park Service at www.cr.nps.gov/nr/policyexpansion.htm#acceptable.
- Camera and printer resolution settings should be sufficient to produce prints with sharp detail. Appropriate resolution and contrast are of utmost importance.

- **Each photograph must be labeled with the required information using the methods described below:**

Labeling Information:

- Smithsonian or IHSI number (property field or temporary number, if a new recording);
- subject of the photograph;
- the direction the camera is facing;
- date (month/year);
- name of the project.

Labeling Methods:

Traditional 35mm black and white photographs must be labeled on the back of the print (never on the front) with a water-soluble pencil intended for writing on transparent or glazed surfaces. We feel the *only acceptable labeling instrument* is the #8046 pencil produced by Schwan All-Stabilo which can be purchased at art supply stores or on-line. Do not use any type of *pen* for labeling, including those identified as “archival.” Never use adhesive labels or other applied materials. Never affix photographs to paper, cardboard, or other material. Digital photos must be labeled as just described *or digitally* on the front and below the photograph.

- **All photographs – both traditional 35mm and digital – must be contained and submitted in clear archival photographic sleeves meeting the following requirements:**

Sleeves must be at least 8 ½ x 11 inches over all and not exceed 9 ½ x 11 ½ inches. Pockets in the sleeves must match the photograph dimensions. For 35mm black and white photographs, do not sleeve back to back. Digital prints may be sleeved back to back provided all labeling is digitally printed on the front and below the photograph. Sleeve digital photographs in full-sheet sleeves rather than cutting them to fit pocketed sleeves. Use no adhesives on sleeves and do not label sleeves. Photographic sleeves for each property must be clipped or carefully stapled (taking care not to staple the print) to the appropriate inventory form. Photographs from different properties cannot be contained in the same sleeve.

For additional information regarding archival quality photography, please visit the following websites:

www.cr.nps.gov/nr/policyexpansion.htm
www.cr.nps.gov/nr/publications/bulletins/photobul/
www.shutterbug.net/features/1103sb_thearchival/

National Register Nominations

National Register of Historic Places nominations require the submission of black and white prints with each document. Two separate sets of prints must be submitted: one for the National Park Service; and one for the SHPO. NPS prints should be at least 5x7 or 8x10 in size. SHPO will accept prints as small as 3.5x5, but strongly prefers at least 4x6 sized prints. Photos should be submitted, unmounted, in an envelope or other protective sleeve.

Each photo must be labeled directly on the back of the photo (do not use adhesive labels) using a #8046 Schwan All-Stabilo pencil (or equivalent) with the following information:

1. Name of property (if a district, the name of the district, plus the address and inventory # of the property in the photo)
2. County and state
3. Name of photographer
4. Date of photograph
5. Location of negatives or CD-ROM
6. Description of view, indicating direction that the camera is facing (e.g., Front façade, looking NE)
7. Number of photograph, including total # of photos (e.g., photo # 4 of 8)

An alternative labeling method allows for the above information to be included on a Continuation Sheet, with only items #1, #2, & #7 written on the back of the photos. Information common to all photographs, #1 - #5, may be listed once in a statement at the top of the continuation sheet. See pages 63-64 of the National Register Bulletin *How to Complete the National Register Registration Form* for more information.

Traditional 35mm Black and White Prints:

- 35mm prints must be produced using black and white film developed with black and white processing chemicals and printed on black and white photographic paper
- Resin-coated photographic paper is acceptable, but fiber-based photographic paper is preferred.
- Photographs processed with chromogenic processing (C-41), or printed on chromogenic papers, are not acceptable.

Digital Photographic Prints:

The National Park Service now allows the submission of digitally based photographs with National Register of Historic Places nominations provided they meet archival requirements. In addition to the paper and ink requirements (which can be found on their website at: <http://www.cr.nps.gov/nr/policyexpansion.htm>), the NPS and the Idaho SHPO have defined specifications for digital-format photos. The SHPO has found that its needs differ somewhat from the NPS requirements. Please submit NPS and SHPO copies of digital photos for nominations in the following manner:

• For NPS photos:

- Photos should be saved in a *.TIF format*.
- The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger.
- Digital images should be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black and white.
- Each photo on the CD-ROM should be individually saved and named. For example, for the Jones House in Ada County, individual photos should be named:

ID_AdaCounty_Jones1.tif
ID_AdaCounty_Jones2.tif, etc...

- The CD on which photos are saved should be labeled in the following manner: Full Name of Property; Name of MPD (if applicable); County and State.
- While the photos on the CD are color, the prints submitted with the nomination should be **black and white**, and labeled in the traditional manner (see above).
- Submit the CD in a jewel case.
- Include *only* those photos on the CD-ROM that are printed and submitted with the NRHP packet.

• For SHPO Photos:

- Put photos and supplemental information (scans of historic photos, maps, newspaper articles) on a separate CD from NRHP nomination document. This means that in all, 3 CDs would be submitted: one for the NPS with photos only; one for the SHPO with photos and supplemental information; and one with the NRHP nomination form.
- Photos should be saved in a *.JPG format* (note the difference from NPS requirements).
- The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger.
- You may (and are encouraged to) include more digital photos than the printed copies.

- The digital photos that are printed for the nomination should be saved in a *separate folder* from any supplemental photos. The folders should be named as follows:
 - **Jones House, Ada County, NRHP Photos** (these photos should be individually named in the same manner as those for the NPS).
 - **Jones House, Ada County, Supplemental Photos** (these photos do not need to be individually named).
- The CD should be labeled in the same manner as the NPS copy and submitted in a jewel case.