

Maine Historic Preservation Commission

Photographic Policy

Supplement to the Guidelines for Identification: Architecture and Cultural Landscapes Survey
Manual. 26 June 2008

Important Note: This survey policy will expire on 31 October 2010. After that date all architectural survey photographs must conform to the photographic policy as stated in the revised survey manuals.

Architectural Survey

The following is required of grant funded, MDOT, and Federal agency surveys and encouraged with volunteer surveys.

A. Black and White Film.

Each resource shall be photographed with black and white film. This film shall be developed and a contact print made from the negatives. The negatives and contact print shall be indexed to the survey forms and the corresponding digital images (see below) and submitted with the survey.

If the facilities are available, surveyors may choose to print each film image, utilizing a true black and white photographic process and printed preferably on non-resin coated fiber based paper. The finished photographs need to be thoroughly washed, printed with borders, and measure 3 ½ x 5 inches. These photographs may be mounted on the survey forms using archivally safe adhesive, such as Elmer's Glue. Photographs attached with paperclips or staples will not be accepted.

B. Digital Images

An identical (or nearly identical) image shall be taken of each resource with a digital camera. The original image size must be no smaller than 1600 x 1200pixels 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 Gold or DVD-R Gold disk, and labeled with project name/ pin #/ surveyor name and date. The individual images must be labeled in a manner that allows them to be linked to the specific survey form.

Each digital image shall be uploaded onto survey form in the MHPC/MDOT CARMA website, (once it is on-line). A test image, in black and white, shall then be digitally printed directly onto a blank survey form (using the required cover-stock). 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. If the test image is not clear, then all the digital images

should 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. The digital images shall be indexed to the survey forms and the black and white negatives.

Digital image printing: The following printer/ink/paper combinations have been found to meet a 75 year archival standards. All digital images printed for architectural surveys must meet this standard.

NOTE: The list below includes products known at this time to meet the minimum documentation specifications established for the submission of architectural surveys. The list is not intended to be restrictive or comprehensive, and does not constitute, and shall not be taken as, endorsement by the Maine Historic Preservation Commission of any of the specific products or manufacturers identified.

Epson Stylus Photo 1400	Epson ClariaA Hi-Definition Inks@	Premium Presentation Paper Matte Epson Ultra Premium Glossy Photo Paper Epson
Epson Style Mate	Epson Picture Mate Pigment Inks	PictureMate Paper
Epson Stylus CX4800 (contains scanner)	Epson DURABrite Ultra Pigmented Inks	Premium Presentation Paper Matte Epson Ultra Premium Glossy Photo Paper Epson
Hewlett-Packard Photosmart 325 and 475	HP Vivera 95 dye-based Inks	HP Premium Plus Photo Paper
Hewlett-Packard Photosmart 8450	HP Vivera dye-based Inks	HP Premium Plus Photo Paper
Hewlett-Packard Photosmart B9180	HP Vivera Pigment Inks	HP Advanced Photo Paper Glossy HP Photo Matte Paper
Hewlett-Packard Photosmart C6180 (all in one series)	HP Vivera Inks	HP Premium Plus Photo Paper
Lexmark Home Photo Center P6250	Lexmark Evercolor Dye/ Pigment Hybrid Photo Inks	Lexmark Premium Photo Paper High Gloss

National Register Photographs.

All photographs provided to MHPC for submission with a National Register of Historic Places nomination must conform to the National Register Photographic Policy as stated by the National Park Service. This policy is available on line at: www.nps.gov/history/nr/policyexpansion.htm .