

STATE HISTORICAL FUND PHOTOGRAPHIC DOCUMENTATION REQUIREMENTS

In order for the State Historical Fund preservation specialist to adequately evaluate whether work performed as part of the State Historical Fund grant meets the Secretary of the Interior's Standards, good, clear, comprehensive and current photographic documentation must be completed that captures the areas of impact and change of your project.

SUBJECT MATTER:

A combination of the following types of **Before** and **After** photographs must be submitted:

- ◇ At least one photograph of each existing elevation; this includes all structures affected by the proposed project, such as a carriage house and/or outbuildings. Elevations that are partially blocked by an adjacent building or trees may require several photographs taken from different angles to completely document elevations.
- ◇ Detailed photographs of specific architectural features affected by the project, such as windows, doors, balustrades, gutters, etc. Submitting several representative photos of multiple features, such as windows is acceptable provided they adequately represent the element throughout the structure.
- ◇ For projects involving interior work, photographs should depict those elements, features and spaces affected by the project. If numerous similar spaces or elements (such as flooring or door hardware) exist, then submitting several representative photographs is acceptable.
- ◇ Use the same perspective and approximate distance when taking "before" and "after" photographs so that a comparison can be made.

PRINT QUALITY AND STABILITY

All **Before** and **After** images must be 3½ x 5 inches or larger, in focus, and legible to the naked eye. Image captures using traditional photographic negative film as well as digital files will be accepted.

Paper and Inks

Commercially printed color prints are acceptable. If printing from a home or office printer, use photo paper and ink that is for photograph printing and recommended by the printer's manufacturer. Following are examples of acceptable papers and ink:

Photo Paper

- 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

Printer Ink

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

- ◇ The following will **not** be accepted:
 - Digital images that are unclear, pixilated, captured at a low resolution.
 - Polaroids or slides.
 - Regular copy/printer papers.

LABELING

Use only a pencil, a fine point waterproof ink pen or archival photo-labeling pen to label the back of each print. Label information can also be generated by computer and printed directly in an area of the photo that is not critical, such as the sky.

- ◇ Information must include all of the following:
 - 1) SHF project number
 - 2) SHF deliverable number
 - 3) Historic name
 - 4) Smithsonian site number
 - 5) Date the image was taken, and
 - 6) View (i.e. east elevation).
- ◇ The State Historical Fund may utilize imagery submitted as part of SHF projects for publicity or for special events. Photographers wishing to be credited should include their name on the label.
- ◇ Print adhesive labels will **not** be accepted.

Submit loose photos in an envelope; do not mount or glue into an album or backing paper.

* Please note that some different requirements apply for architectural survey, NRHP and recordation projects. Contact the Office of Archaeology and Historic Preservation for more information.