

## **State Historical Fund Before/Existing Conditions Photos and After Photos**

Photographic documentation that is clear and comprehensive and that captures the project's scope of work helps the State Historical Fund (SHF) evaluate whether the work meets the Secretary of the Interior's Standards for the Treatment of Historic Properties.

### **Digital and Printed**

SHF requires digital and sometimes printed photos, depending on the project. Your assigned historic resource specialist will let you know the specific photo requirements for your project. The type of required photos appear in Exhibit C of your SHF agreement.

Digital photos: please submit individual photo files in a digital folder or a cloud based storage system, rather than sending multiple emails with photos.

Printed photos: if your resource specialist requires printed photos in addition to digital, please submit:

- Photos that are 3½ x 5 inches or larger, in focus and legible to the naked eye.
- Photos on any type of paper and with any type of computer ink, as long as the ink does not streak.
- Loose photos in an envelope. Do not mount or glue into an album or backing paper.

Please do not submit: digital images that are unclear or captured at a low resolution, Polaroids or other instant photos, or photos with printed adhesive labels.

### **Subject Matter**

SHF requires a combination of the following types of photographs:

- At least one photograph of each existing elevation; this includes all structures affected by the proposed project, such as a carriage house or outbuildings.
- Detailed photographs of specific architectural features affected by the project, such as windows, doors, staircases, gutters, etc.
- For a feature repeated throughout the building, such as windows, several representative photos of that feature is acceptable, provided they adequately represent the feature.
- For projects involving interior work, photographs should depict the elements, features and spaces affected by the project, such as flooring, molding, door hardware, etc.
- Use the same perspective and approximate distance when taking before and after photographs so that your resource specialist can make a comparison.

### **Labels**

For printed photos, you can label the photo on the back of the photo or as a caption. For digital photos, you can create the label on the front as a digital text box and place it in an area of the photo that is not critical, such as the sky.

Include all of the following information on the label:

- SHF project number
- SHF deliverable number
- Historic name
- Smithsonian site number (if unknown, contact your historic resource specialist for the number)
- Date the image was taken
- View (i.e. east elevation)
- Optional: photographer's name, if they wish to be credited. Note that SHF may utilize imagery submitted as part of SHF projects for publicity, presentations and special events.

\* Please note that different requirements apply for architectural survey, National Register of Historic Places and recordation projects. Contact the State Historic Preservation Office (Office of Archaeology and Historic Preservation) for information: 303-866-3392.