



## Photographic Documentation Policy

Effective January 1, 2007

The Florida Master Site File requires photographic documentation of resources as a component of a completed Historical Structure Form, Historical Bridge Form, Historical Cemetery Form or Resource Group Form. Photographs may be submitted as a digital image file **OR** as an archival Black and White photographic print. In either case the overall quality of the image (resolution, exposure, texture, focus, etc.) should be sufficient to display architectural details, where applicable. Such details include but are not limited to: ornamentation, window types, masonry patterns and materials, and distinctive roof materials.

### **If Submitting Digital Image Files...**

The image files must be submitted on disk or CD *and* as a hard copy printout on plain paper (photo paper or archival processing is *not* required). Note that the image files should be separate JPEG or TIFF image files and **not inserted, appended or embedded in a PDF file**. The image files should include the site number as part of the file name and must adhere to the following specifications\*:

**Size/Resolution:** 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. This works out to approximately 2 megapixels.

**Color Format:** RGB color saved at 8-bit (or larger) per channel format. This results in a 24-bit color image (8-bits each for the Red, Green and Blue channels).

**File Format:** JPEG or uncompressed TIFF files are acceptable. Note that there are different levels of JPEG compression and that low or medium compression should be used when saving files in JPEG format. High JPEG compression may result in unacceptable image quality.

\*Note: 24-bit color JPEG images are the default image format for most digital cameras. Image resolution and compression are usually adjustable and should be checked prior to capturing images for submission to the Site File. As of the date of this document most cell phone cameras *do not* meet the minimum requirements for submission.

### **If Submitting Archival Black and White Photographic Prints...**

The Site File requires a glossy Black and White photographic print produced by photographic chemistry on a quality Black and White photographic paper. Color photographic paper is not acceptable because it does not meet the stability requirements for archival storage. Paper rated for at least a 50-year life is acceptable. The print must be large enough, at least 3"x5", to show detail without magnification and to show further detail under low magnification.