

# Illinois National Register Digital Photo Requirements

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*Below are the digital photographic requirements for National Register submissions in Illinois as of January 1, 2012. Contact the National Register staff in the Preservation Services Division if you have any questions or concerns.*

## Camera

Five megapixel or greater digital camera set between 1200 x 1800 and 2000 x 3000 pixel image at 300 dpi

Images must be in Tag Image File format (TIFF) or RAW format. If the images are taken as JPEGs, they can be converted to TIFFs, *by a computer conversion process*. JPEGs must not be altered in any way prior to conversion, (other than renaming them).

## Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

**The TIFF file name must include:**

**State\_county\_property name (or district name)\_0001**

(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:

**IL\_Sangamon County\_AndrewBrown House\_0001**

Example for district labels:

**IL\_Sangamon County\_Badger Commercial Historic District\_0125**

Example for nominations within MPS:

**IL\_Sangamon County\_BadgerMPS\_ABrownHouse\_0001**

## Burning the Images onto an Archival Disk

CD-R Archival Gold or DVD-R Archival Gold disk containing all TIFF images must accompany the photos.

## Labeling the Disk

Labels printed directly on the disk by laser printer (non-adhesive) or hand-written labels using CD/DVD safe markers OR other markers (Sharpies). Give the property name, county, and city.

## Printing the Images

Prints should be either 4x6 or 5x7. Print photos at 300 dpi (select this option in your computer's print menu)

## Selecting the Paper and Inks

Archival prints are recommended, however, commercially printed color prints are acceptable if they are accompanied by a disk containing the image files produced at the time the prints were made. For further guidance, refer to the National Park Service's Photograph Policy.

## Labeling the photographs

Write the information on the margins or on the back of the photograph using a soft lead pencil or archival photo-labeling pen.

**Example:**

Badger Commercial Historic District  
Sangamon Co., IL  
Photo 1 of 25

## NR Nomination Photograph Log Page

Name of Property:	Badger Commercial Historic District
City or Vicinity:	Badger City
County:	Sangamon County
State:	IL
Name of Photographer:	David B. Good
Date of Photographs:	August 2011
Location of Original Digital Files:	#1 Old State Capitol Plaza
Number of Photographs:	25

Photo #1  
Washington and Benton Street, camera facing northwest.

## Historic & Supplementary Images

Historic photographs, views, or maps are acceptable--on separate Continuation Sheets as Additional Documentation--placed at the end of a nomination and not embedded within the text. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1).

An "Index of Figures" (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section.

## Guidelines for Photographic Coverage and Number of Photographs

### Buildings, structures, and objects:

- Do not exceed fifteen photographs
- Show the principal facades and the setting in which the property is located
- Show additions, alterations, intrusions, and dependencies
- Show interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property

### Historic Districts, Industrial Complexes, Farmsteads, and other multiple property resources

- Do not exceed thirty-five photographs
- Key all photographs to a sketch map
- Show major building types and styles, pivotal buildings and structures, and representative noncontributing resources
- Show streetscapes, landscapes and other views that may be useful (aerial views, topographic features and spatial elements)
- Show a good representation of the area including non-contributing resources. The photograph sketch map should show broad coverage of the nominated area.
- Individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

### Archeological Sites and Districts

- Show the condition of the site and any above-ground or surface features and disturbances
- Include drawings or photographs illustrating artifacts that have been removed from the site, If relevant to the evaluation of significance
- Include at least one photograph showing the physical environment and topography of the site