SPECIFICATIONS FOR ARCHIVAL PHOTO-DOCUMENTATION OF HISTORIC PROPERTIES



The following requirements of the City of Pasadena are adapted from the HABS/HAER specifications of the National Park Service.

REQUIREMENTS FOR PRINT PHOTOGRAPHY

A. Camera

 A large-format camera should be used. The format of the camera should be minimum 4" x 5" and no larger than 8" x 10".

B. Lenses

o No soft focus lenses should be used. Lenses may include normal focus length, wide angle and telephoto.

C. Filters

o Photographer's choice. Use of a pola screen is encouraged.

D. Film

Must use black and white film. Tri-X, Plus-X or T-Max film is recommended. Polaroid photos are not accepted.

E. Paper

 Selected paper must be archival quality for long-term storage. Fiber-base single weight papers and dried to a full gloss finish are recommended. Resin-coated (RC) paper is not accepted.

F. Negatives

o For the ease of reproduction, prints shall accompany the negatives.

G. Color

All prints must be in black and white. Color prints are not accepted.

H. Size

o Photography must be in "large-format" (minimum 4" x 5"). Standard sizes are: 4"x 5", 5" x 7", or 8" x 10".

I. Labeling the Image

The image should be assigned a number that is indicated in permanent ink on the back of the photograph

REQUIREMENTS FOR DIGITAL PHOTOGRAPHY

A. Camera

 6 megapixel or greater digital SLR camera is recommended. 2 to 5 megapixel point-and-shoot cameras are acceptable. Camera phones, disposable or single-use digital cameras, or digital cameras with fewer than 2 megapixels of resolution are not accepted.

B. Digital Camera Resolution

 Set the camera to the maximum or largest pixel dimension the camera allows. 6 megapixels or greater (2000 x 3000 pixel image) at 300 dpi is recommended, and minimum 2 megapixels (1200 x 1600 pixel image) at 300 dpi is acceptable.

Specifications for Archival Photo-Documentation of Historic Properties

C. Image File Formatting Setting

Set the camera for the highest image quality. Tag Image File Format (TIFF) or RAW format is recommended. TIFF is recommended because of its ability to retain full image and superior image quality over JPEG. Do not use the JPEG setting on the camera, if a higher quality setting is available. JPEGs converted to TIFFs, by a computer conversion process, are acceptable. However, JPEGs must not be altered in any way prior to conversion other than renaming them.

D. Paper

 Manufacture recommended paper for photograph prints is recommended. Commercially printed prints are acceptable if accompanied by a disc containing the image files produced at the time the prints were made. Regular copy or printer paper is not acceptable; archival-quality paper must be used.

E. Ink

Manufacture recommended ink for photograph printing is recommended.

F. Color

All prints must be in black and white. Color prints are not accepted.

G. Size

o Photography must be in "large-format" (minimum 4" x 5"). Standard sizes are: 4"x 5", 5" x 7", or 8" x 10".

H. Renaming the Digital TIFF Image

 All digital image files must be renamed with the property address using the following standard naming format:

Street Name_DirectionNumber_Photo Number (example: Garfield_N100_1.tif)

I. Burning the Images onto an Archival Disc

CD-R Archival Gold or DVD-R Archival Gold discs are recommended. However, CD-R, DVD-R, or any disc
obtained from a commercial processor is acceptable. CD-RW or DVD-RW discs are not acceptable (if
packaging says "rewritable" do not use it).

J. Labeling the Disc

 Labels printed directly on the disc by laser printer (non-adhesive) are recommended; however, hand-written labels using CD/DVD safe markers or other markers such as Sharpies are acceptable. Ammonia/solventbase markers or adhesive stickers are not acceptable. The disc label should indicate the address of the property being photographed.

TECHNICAL INFORMATION (Applies to both 35mm Photography and Digital Photography)

A. Lighting

Sunlight is usually preferred for exteriors, especially of the front facade. Light overcast days, however, may
provide more satisfactory lighting for some structures. A flash may be needed to cast light into porch areas
or overhangs. Consider the proper time of day to take the photographs to ensure that the sun is behind the
photographer in order to reduce glare.

B. Focusing

All areas of the photograph must be in sharp focus.

C. Quality

 Photographs should clearly depict the appearance of the property and areas of significance as required in the conditions of approval.

D. View / Composition

All photographs shall be composed to give primary consideration to the architectural and/or engineering
features of the structure with aesthetic considerations necessary, but secondary. No features that are vital
to the structure, such as the top of a chimney and the base of columns, should be cropped or hidden.

The following elements are considered essential:

- 1. Elevation of front façade
- 2. Perspective view, front and one side
- 3. Perspective view rear and opposing side
- 4. Detail view of main entrance
- 5. General view from a distance sufficient to show environmental setting, landscaping and possibly adjacent buildings
- 6. Additional views or elements required in conditions of approval

SUBMISSION (Applies to both 35mm Photography and Digital Photography)

A. Image Caption

- The submission must include a separate sheet of information for each photograph, with the structure's name (if any), address (street with number or written description of the location), date of construction, the name of the photographer and the date the photo was taken. Each individual photograph must be identified by an image number. The image caption should be written in the following order:
 - 1. ID number of the photograph (corresponding to the number in the digital file name or the written number on the printed photograph)
 - 2. Subject: (As applicable: main façade, oriel window, fireplace, mantle, staircase, chimney, etc.)
 - 3. General Location: (As applicable: south front, first floor, cellar, attic, etc.)
 - 4. Specific location: (As applicable: southwest room, east wall)
 - 5. Camera to subject orientation: (View to southwest, view to east)
 - 6. Special comments or observations about the photograph
- In special cases, such as recording a large property, a site map or floor plan that indicates where
 photography is taken should also be included in the submittals. In this situation, a "V" shape should be used
 to describe the direction that the camera is facing.

B. Copyrights

No photograph, negative, print, or caption that contains a copyright statement or symbol is accepted.
 Photographs submitted become property of the City of Pasadena.

C. Submittals

- 35mm Photography: Prints, negatives, and image caption are required.
- Digital Photography: A CD or DVD containing all TIFF images must accompany the printed photos and image caption. Disc-only submission is not accepted.
- All submittals should be delivered to the Design & Historic Preservation window, Permit Center, 175 North Garfield Avenue.