

Digital Images Guidelines for Determination of Eligibility (DOE) Forms

The Maryland Historical Trust accepts submissions of digital images for inclusion in the Maryland Inventory of Historic Properties (MIHP). These images must be prepared in accordance with the specifications discussed in Appendix B of the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* (revised 2019) and the guidelines outlined below. Photography not meeting these standards may be returned, delaying the Section 106 review process. Please note, photographs are not required for DOE forms on archaeological sites and DOE Short Form images do not need to meet these standards.

For DOE forms, digital images must meet the following guidelines:

- The digital images must clearly show all facades of primary buildings, all accessory buildings and structures, all significant landscape features, and the general landscape and context of the property.
- Digital photographs will be:
 - original capture .tif or tiff (Tagged Image File format) files or raw files converted to .tiff,
 - have a pixel array of at least 3000 x 2000,
 - have a resolution of 300 ppi (pixels per inch) or larger,
 - be saved RGB color mode.
- Digital Files must be named and saved according to the file naming conventions fully described below.
- Images will be burned onto a 75-year, "gold"-type archival CD or DVD labeled in permanent archival ink (not a Sharpie) with the MIHP number and date. Make sure to close and finalize the CD or DVD.
- Images must be presented on a DOE Continuation Sheet formatted for photographs. A DOE Photo Page template is provided in the **Resources** section of MHT's *Instructions and Resources for Preparing Compliance-Generated Determinations of Eligibility (DOEs)*. The photo page must be formatted to accept two embedded 4"x6" images, along with the MIHP number, property name, photo number, description of the view and the file name. The photo pages may be printed on acid-free paper using standard color printers.
- A photo log in Microsoft Word must be included with the DOE form. Each log should include the exact image file name and a description of the view. A Photo Log Template is provided in the **Resources** section of MHT's *Instructions and Resources for Preparing Compliance-Generated Determinations of Eligibility (DOEs)*.

File Naming

The file naming system for electronic images is based on the Maryland Inventory of Historic Properties number. The MIHP numbering convention is generally consistent throughout the state but slight variations by county do exist and therefore the digital naming system will do likewise. The basic naming structure for digital image files consists of three elements, separated by underscores: 1) the MIHP number (county code- four digit number); 2) the eight digit numerical date of creation (yyyy-mm-dd); 3) a two digit photo number. Thus digital image files of the Maryland State House (MIHP number AA-685) taken on June 3, 2007 would be named AA-0685_2007-06-03_01.tif; AA-0685_2007-06-03_02, etc.

County variations are as follows:

Allegany County: Allegany County MIHP numbers contain district numbers (I-VII) and letters. Digital images for MIHP number AL-V-A-47 and shot on June 7, 2007 would be labeled:

AL-V-A-0047_2007-07-03_01.tif, AL-V-A-0047_2007-07-03_02.tif, etc.

Frederick County: Frederick County MIHP numbers contain district numbers (1-8). Digital images for MIHP number F-7-326 and shot on November 3, 2007 would be labeled:

F-7-0326_2007-11-03_01.tif, F-7-0326_2007-11-03_02.tif etc.

Frederick Historic District MIHP numbers use the code FHD followed by a four digit number: FHD-1234_2007-11-03_01.tif, etc.

Garrett County: Garrett County MIHP numbers contain district numbers (I-VI) and letters. Digital images for MIHP number G-V-A-261 and shot on March 13, 2007 would be labeled:

G-V-A-0261_2007-03-13_01.tif, G-V-A-0261_2007-03-13_02.tif, etc.

Montgomery County: Montgomery County MIHP numbers include a colon after the county code, followed by a space and a regional number (1-37), follow by a dash and a site number. In digital file names, the colon is replaced by a semi-colon and the space remains. Digital images for MIHP number M: 37-44 and shot on August 5, 2007 would be labeled:

M; 33-44_2007-08-05_01.tif, M; 37-44_2007-08-05_02.tif, etc.

Some Montgomery County MIHP numbers have site sub-numbers: M: 37-44-01. These sub-number are indicated after a dash: M; 37-44-01_2007-08-05_01.tif

Prince George's County: Prince George's County MIHP numbers include a colon after the county code followed by a regional number (61-87), a dash and a site number. In digital file names, the colon is replaced by a semi-colon. Digital images for MIHP number PG;60-25 and shot on January 20, 2007 would be labeled:

PG;60-25_2007-01-20_01.tif, PG;60-25_2007-01-20_02.tif, etc.

Laurel Historic District MIHP numbers use the code LAU- in between the semi-colon and the site number (there are no district numbers): PG;LAU-12_2007-01-20_01.tif, etc.

Washington County: Washington County MIHP numbers contain district numbers (I-IV). Digital images for MIHP number WA-II-313 and shot on October 31, 2007 would be labeled:

WA-II-0313_2007-10-31_01.tif, WA-II-0313_2007-10-31_02.tif etc.

Resources in town historic districts in Washington County insert a town code (with dashes) between the county code and site number: Hagerstown: WAHAG-001_2007-01-01_01.tif, etc; Hancock: WA-HAN-001_2007-01-01_01.tif, etc.; Williamsport: WA-WIL-001_2007-01-01_01.tif, etc.

Please contact your MHT project reviewer with any questions or for more information.