



# Standards for Submission of Digital Images to the Maryland Inventory of Historic Properties

Maryland Historical Trust

Effective January 2008

Revised November 2019

The Maryland Historical Trust will accept submissions of digital images for inclusion in the Maryland Inventory of Historic Properties. All grant-funded projects must submit printed photographs.

Traditionally processed black-and-white photographs, as laid out in the *Standards and Guidelines for Architectural and Historical Investigations in Maryland*, are still preferred. **Please note that such traditionally-processed, black-and-white photographs do not refer to negatives processed with the Process C-41 color chemistry used at most commercial and “custom” labs or to photographs printed on chromogenic papers available (see below).**

As of the above revised date, images produced from digital media may be submitted, as long as they meet the following standards:

## General Requirements

Documentation using digital media will include:

- 5 × 7 black-and-white or color prints produced using ink and paper combinations giving a minimum 75-year archival standard (see below) and labeled to MHT standards.
- Digital files in an uncompressed TIF format, properly named, labeled and burned onto a 75-year, “gold”-type archival CD or DVD (see below).
- A photo log.

## Photographic Print Requirements

1. All prints will be 5 × 7, printed in black and white or color.
2. Prints produced from digital images must meet a 75-year archival standard. The Maryland Historical Trust does not endorse any particular commercial product or process, but follows the recommendation for permanence established by the National Register of Historic Places. A non-comprehensive list of photographic ink and paper combinations that have been demonstrated to meet the 75-year permanence standard may be found below for guidance in meeting the 75-year standard.

**For more information, please contact:**

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The non-comprehensive list below includes products that meet the MHT permanence standard. Specific printers are not identified, as the longevity of a print is dependent on the ink and paper combinations used to produce it, rather than on the printer.

<b>Printer Inks</b>	<b>to be used with</b>	<b>Papers</b>
<b>Epson UltraChrome pigmented inks</b>		Epson Premium Glossy Paper Epson Premium Semigloss Photo Paper Epson Premium Luster Photo Paper Epson Premium Semi-Matte Photo Paper Epson UltraSmooth Fine Art Paper Somerset Velvet for Epson Epson Velvet Fine Art Paper Epson Enhanced Matte Paper
<b>Epson PictureMate Inks</b>		Epson PictureMate Photo Papers
<b>Hewlett-Packard (HP) 84/85 dye-based inkset</b>		HP Premium Plus Photo Paper HP Premium Plus Photo Paper, High Gloss or Glossy
<b>HP Vivera inks (95 and 97 tri-color cartridges)</b>		HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
<b>Canon ChromaLife 100+ CLI-251</b>		HP Advanced Photo Paper, Glossy

More information on the archival properties of inks and digital papers can be found at:

<http://www.wilhelm-research.com>

## **File Requirements**

All prints produced from digital photographs and submitted to the MIHP, must be accompanied by corresponding electronic image files.

- be first generation
- be original capture .tif or tiff (Tagged Image File format) files or raw files converted to .tiff, and labeled according to the requirements below,
- 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, which provides maximum detail even when printed in black-and-white,
- be submitted on CD-R or DVD-R gold disks labeled in permanent archival ink (not a Sharpie) with the MIHP number and date.

Make sure to close and finalize the CD or DVD.

## **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.tifPG;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: WA-HAG-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.

## Additional Requirements

- All printed digital photos will be labeled on the back of the image in soft pencil or archival ink as required in *Standards and Guidelines for Architectural and Historical Investigations in Maryland*, p. 39-40.
- A photo log in Microsoft Word must be included with the Maryland Inventory of Historic Properties form. Each log should include the exact image file name and a description of the view. The log will note the ink and paper combination used to create the photos.

Please contact the MHT staff person you are working with for more information.