

PHOTOGRAPH GUIDANCE

Photographs must be created, maintained and dispositioned in accordance with [36 CFR Chapter 12 Subchapter B](#), specifically [36 CFR 1237](#); therefore, policies and procedures need to be in place early to ensure adherence with records management requirements.

MAINTENANCE OF PHOTOGRAPHS:

Digital Images: Effective November 2, 2009 'digital camera files' must be captured as 6 megapixel files or greater with a minimum pixel array of 3,000 pixels by 2,000 pixels. Records produced at this resolution and size are comparable in quality to 35-mm film photographs, which is the minimum quality level for still pictures currently accepted by NARA [36 CFR 1235.42](#). For additional NARA transfer requirements see links below or [checklist](#).

Prints and Negatives: Many sites still have photographic prints and negatives, the following maintenance and disposition methods require:

- Negatives should be placed (one negative, whether a single negative or a strip) individually in an 8-1/2 x 11 acid-free envelopes, these should be cross-referenced to the actual print. As per NARA guidance, negatives are to be boxed separately from the prints.
- Actual prints should be placed individually in acid-free folders and marked so that they are cross-referenced to the negative.
- Utilizing 8-1/2 x 11 envelopes/folders allows them to fit nicely in the NARA approved storage boxes without any additional purchases of boxes, etc.

Scheduling Photographs: Photographs need to be scheduled based on content; typically, photographs will fall under the following schedules-

DOE Records Disposition Schedule	DOE Records Disposition Schedule Title / Description	Retention	Arrangement
DOE ADM 21.1	AUDIOVISUAL RECORDS Routine Photographs. <i>Photographs of routine award ceremonies, social events, and activities not related to the Mission of the Department.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.	ARRANGED BY SITE AND OR EVENT.
DOE ADM 21-1.1-A:E	AUDIOVISUAL RECORDS Departmental Sites and Mission Photographs. [MAJOR ACTIVITIES & HIGH LEVEL EVENTS] Photographs that relate to the mission of the Department such as: a. Major program and laboratory activities, personnel at work, and experimental methods and results determined to be of importance due to public interest in the project, the content or results of the research, or prestige of the researcher; b. Images that document construction projects of scientific, technical, or public interest; c. Images that depict Department sites and their growth such as laboratories or other scientific or technical structures or facilities; d. High-level, one-of-a-kind, or of significant interest meetings, ceremonies, or events; e. High level officials carrying out transactions of political, scientific, technical or public interest.	RETAIN PERMANENTLY.	ARRANGED BY SITE AND OR EVENT.
DOE ADM 21.1.3	AUDIOVISUAL RECORDS Unidentifiable Photographs. Photographs of scientific or technical activities that are of unidentifiable persons, experiments, apparatus, or activities and are deemed to be of no special historical, scientific or technical significance.	DESTROY FILES WHEN NO LONGER NEEDED.	ARRANGED BY SITE AND OR EVENT.

Note: Photographs may provide value in multiple areas of business reporting. If photographs are also included in case files or with other documents (e.g., weeklies, etc.), the action to schedule photographs as a unique collection remains a requirement in addition to the specific work product (e.g., annual report, poster, etc.).

Captioning Photographs: In order to caption (or identify) a photograph, a brief description of the image must be provided. Short term photographs can be captioned and indexed more generally; permanent photographs must be captioned with additional detailed description to ensure future retrievals and to provide historical preservation.

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Additional information needed for digital photographic records: *Camera information* – for photographs from a digital camera, identify the manufacturer and model used; *Metadata information** – structure of the file header (e.g., standard TIFF, proprietary), file naming conventions used, metadata elements used and how the metadata is linked to the photos, if captions are used, the information captured in the caption.

*Although metadata may be maintained separately from the digital image, it is preferred that the metadata and caption be captured utilizing the properties feature AND as an index to link the two.

Photographic prints are captioned by either numbering each print and creating a crosswalk index, or applying the caption on the back of the print.

In either case, an electronic index must be created that corresponds to each image.

- Non-permanent photographs with shorter retentions can be grouped together for a particular project and/or activity (e.g., daily progress photographs of x activity for Building x, Oct. 1, 2000 – Nov. 30, 2000).
- Accident type photographs that probably aren't permanent but likely to have a longer retention than non-permanent photographs should be indexed/captioned with as much information as possible (names, dates, detailed description, etc.) as these photographs may be needed for possible claims and/or lawsuit.

Sample Index:

<u>PHOTO ID</u>	<u>DATE TAKEN</u>	<u>PROGRAM CATEGORY</u>	<u>SITE</u>	<u>CAPTION</u>	<u>DETAILED DESCRIPTION</u>
FCP4479.JPG	11/20/2003	Environmental Management	Fernald Closure Project	Crews Work to Remove Waste Material from Pit 2	The Waste Pits Remedial Action Project (WPRAP) involves the remediation of six waste pits.

Sample File Structure for Managing Digital Images/Photographs

- RECORDS
 - DOE ADM 21.1 AUDIOVISUAL RECORDS. Routine Photographs
 - FY 2011 Routine Photographs
 - FY 2012 Routine Photographs
 - DOE ADM 21.1.1-A-E AUDIOVISUAL RECORDS. Departmental Sites and Mission Photographs [MAJOR ACTIVITIES AND
 - x - PROJECT - DECEMBER 2011
 - Photo index [detailed index of numbered photographs, includes caption and date]
 - Photographs [numbered and captioned]
 - DOE ADM 21.1.3 AUDIOVISUAL RECORDS. Unidentifiable Photographs
 - Event X or Project X - Date

ADDITIONAL INFORMATION ON PHOTOGRAPHS:

Further information can be found at <http://www.archives.gov/records-mgmt/publications/managing-audiovisual-records.html>

Further information on **digital photograph** requirements can be found at <http://www.archives.gov/records-mgmt/initiatives/digital-photo-records.html>

Tips for Scheduling Potentially Permanent Digital Photographic Records, <http://www.archives.gov/records-mgmt/publications/photo-tips.pdf>

To see how other DOE sites have captioned photographs you can visit <http://www.doedigitalarchive.doe.gov/> to browse various photographs.

