

PROGRAMMATIC AGREEMENT

APPENDIX 3:

RECORDATION PROTOCOL

At a minimum, the photographs will document all elevations and character-defining architectural features. Digital photography will comply with the following requirements:

- a. Image files must be saved as Tagged Image or RAW format files using high quality compression settings. These files must be transferred as first generation Tagged Image or RAW format files that have not been degraded in quality by multiple revisions and re-saving. The images must be formatted on archival quality CD-R media.
- b. 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.
- c. Color images must be produced in RGB (Red Green Blue) color mode as 24-bit or 48-bit color files.
- d. Photographic prints must comply with the National Park Service (NPS) March 2005 photo policy regarding photographic printing.
- e. The photographs must meet the NPS 75-year permanence standard.
- f. Paper prints will be produced in accordance with the NPS guidelines for "Acceptable Ink and Paper Combinations for Digital Images."
- g. The backs of each print must be labeled in soft pencil with the following information:
 - i. Building Name,
 - ii. Address,
 - iii. Date of Photograph,
 - iv. Description of view including direction of camera,
 - v. Number of image in photographic set,
 - vi. Name of photographer, and
 - vii. Repository of CD-R media.
- h. VA, the City, and/or FP&C will prepare narrative histories commensurate with the significance of the historic property for each documented building and structure. This narrative will address both the site-specific history and the significant associations of the building to its neighborhood and/or historic district.
- i. Materials deemed by SHPO to be substantively or technically inadequate will be returned to the VA, the City, and/or FP&C for revision and resubmission. If the SHPO does not comment within a 14-day review period, VA, the City, and/or FP&C may assume that SHPO accepts the

recordation materials. VA, the City, and/or FP&C will incorporate the comments provided by SHPO to the extent feasible.

- j. VA, the City, and/or FP&C will prepare three sets of each recordation package. Two sets will be transmitted to the SHPO for archiving in the State Library and State Archives. One set will be archived at a publically accessible archive within the City of New Orleans.