

Photographs – Created Electronically / Born Digital

The following is copied and condensed from the Arizona *Minimum Standards for Born Digital Photography*. The days of taking photographs on film with cameras is waning. More photographic records are being created using digital cameras...or even smart phones and tablets.

In light of this move to digital photographs, we offer the following Guidance. For the complete Guidance on Electronic / Digital Photographs, please use the following link to the Minimum Standards for Born Digital Photography: <http://www.azlibrary.gov/sites/azlibrary.gov/files/arm-minimum-standards-born-digital-photography.pdf>

Why do standards matter?

Digital cameras vary greatly in terms of not only megapixels but in quality as well. To ensure that images are of sufficient quality to serve as a safeguard for Arizona residents' rights, ensure government accountability and to adequately document significant events in Arizona history, one must ensure a minimum quality. Images that do not meet the minimum standards set forth in this document are not considered adequate for permanent records.

Camera:

- Minimum megapixels
 - Digital Single-Lens Reflex (DLSR) minimum 6 megapixels
 - Digital “point and shoot” minimum 7 megapixels
 - The smaller sensors on “point and shoot” cameras can affect image quality
 - Low resolution images and those **taken with mobile phones or disposable digital cameras do not meet minimum standards** and are not accepted.
 - Settings
 - Always set camera at its highest possible setting.
 - Color images should be in RGB format (not CMYK)

Metadata: Metadata is descriptive information about an object.

- Metadata should be in a separate tab delimited file.
- To comply with standards images must, at a minimum, have:
 - People identified
 - Place identified
 - Date image was taken
 - Event
 - Photographer
 - Copyright information.
 - If image was taken by a state employee in the course of their work, the state maintains all copyrights.
 - We do not accept photographs without the transfer of all copyrights.
 - Filename