



ARIZONA STATE LIBRARY,
ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE
Melanie I Sturgeon, Director, History and Archives Division



Minimum Standards for Born Digital Photography

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 (DSLR) 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)
- **File Formats:**
 - Acceptable File Formats:
 - Tagged Information File Format (TIFF)
 - Joint Photographic Experts Group 2000 (JPEG2000)
 - Digital Negative (DNG)
 - Joint Photographic Experts Group (JPEG) in some cases on a case by case basis.
 - **UN**acceptable File Formats:



ARIZONA STATE LIBRARY,
ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE
Melanie I Sturgeon, Director, History and Archives Division



-
- Bitmap (BMP)
 - Graphics Interchange Format (GIF)
 - Portable Network Graphic (PNG)
 - RAW
 - Most camera manufacturers have created their own “flavor” of the RAW format. These files are encrypted and proprietary. This may affect their longevity and readability.
 - **Metadata:** Metadata is descriptive information about an object.
 - 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
 - Metadata should be in a separate tab delimited file.
 - **Filenames:**
 - To comply with standards, images must have appropriate filenames.
 - Each camera brand has its own method for naming files.
 - Rename files with meaningful filenames.
 - You may use a combination of the agency name and the name of the event.
 - Filenames should be unique to each image
 - **Editing:**
 - Images should be unedited.
 - **Do not**
 - Crop
 - Color correct
 - Adjust white balance