

The purpose of this notification is to clarify National Park Service policy concerning the embedding of images (e.g. photographs, historic views, maps) within the text of a National Register of Historic Places nomination form. Current policy strongly discourages embedding black-and-white images within the text of a nomination (sections 7 and 8 of the form). Current policy also does not permit embedding of any color images within the text of a nomination.

Please note as of March 1, 2010, any and all images embedded within the nomination text will not be accepted and will be returned for correction. This policy is being implemented for the following reasons:

- Avoiding copyright violations
- Ensuring the National Park Service can readily redact protected and sensitive information.
- Facilitating National Park Service scanning of “paper” nominations.

Please also note that use of the continuation sheet for images will be acceptable; the NPS recommends, such images should be labeled as figures (e.g. fig. 1, fig 2, fig. 3), and that an “Index of Figures” be included in the nomination on a separate continuation sheet(s).

If you have any questions or concerns in this regard please contact Alexis Abernathy, alexis_abernathy@contractor.nps.gov, 202-354-2236.

Thank you