AGENCY CERTIFICATION OF COMPLIANCE
WITH NARA TRANSFER REQUIREMENTS

Digital Photographic Records

Please respond to the following questions by checking "Yes" or "No". For each questions where a "No" response is indicated, please respond to the additional questions explaining how the questions is handled in your agency. Upon complete, please sign and submit to NARA with the completed notification forms for permanent records that are not maintain in an electronic format.

Record Series/System:	
1. Are the digital photographic records in a format acceptable for transfer to NARA (e.g. JPEG, TIFF)? a. If no, what is the file format?	Yes ☐ No ☐
2. Do the digital photographic records consist of natural, real-world scenes or subjects (i.e., not satellite imagery, aerial photography, or vector-based images)?	Yes ☐ No ☐
3. If the digital photographic records were born-digital (originated from a digital camera) and they were captured after January 1, 2005, were they captured as six megapixel files or greater? a. If no, what is the image quality in terms of megapixels?	Yes ☐ No ☐
4. If the records are not born-digital, are the photographs (i.e., prints, slides, or negatives) scanned as 3000 line files (or greater) to approximate a 6 megapixel file image? a. If no, what is the image quality in terms of number of line files or dots per inch (dpi)?	Yes ☐ No ☐
5. Are the photographic records produced with true optical resolution, i.e., without resizing or interpolating to a higher resolution?	Yes ☐ No ☐
6. Do the photographic records include descriptive metadata such as captions, photographer names, copyright, and unique identification numbers? a. If no, what is missing? Please provide this information here:	Yes ☐ No ☐

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7. Do the photographic records include technical metadata such as camera model, file header structure, and file naming conventions?
 	
  a. If no, please answer the questions below related to the missing technical metadata:
 	
  i. What is the manufacturer and model of camera used?
 	
  ii. What is the structure of the file header (e.g., standard TIFF, proprietary)?
 	
  iii. Do the electronic digital photographic records use file naming convention that use the default file extension for the appropriate format?
 	
  iv. Are the record names according to agency-specific naming conventions (e.g., Photographer's Initials + Date + Sequential number)? Yes ☐ No ☐ If so, what is this naming convention?
	Yes ☐ No ☐

8. Are all descriptive and technical metadata captured for each item in either the image header or in accompanying documentation?	Yes ☐ No ☐
9. Are there finding aids and other relevant technical documentation associated with the records that can be transferred to NARA?	Yes ☐ No ☐
10. Are there provisions for assuring the integrity and continued usability of the electronic records until they are ready for transfer to NARA?	Yes ☐ No ☐

Designated Agency Representative	Date