

Digital Photograph Guidelines

King County Records Management Program



Before you take any photos

- Make sure that the correct time and date is set on your camera. (This info will be embedded as metadata on the digital file, and needs to be correct.)
- Make sure that the camera is set to the highest resolution

Taking photos

- Attempt to take meaningful photos that serve a purpose
- Avoid taking similar, duplicate or poor quality photos. Depending on the purpose of the photos, some of them (such as photos used for code enforcement or investigations) cannot be deleted.

Downloading photos

- The method you use to download the photos to your computer will depend on your device (camera or cellphone), whether you use a USB cord or memory card and the software on your computer.
- Use an option that allows you to choose the destination folder and rename the images prior to downloading them.
- Make sure that the photos are downloaded as individual files. **Do not** download them as compressed or zip files.

Saving photos

- When saving photos make sure you save them as either **TIFF** or **JPEG** files.
- **Do not** use the auto-generated file name provided when you download them from your camera. Instead, rename them something meaningful.
- Photos should be given file names that are informative. Examples include: case file # (e.g. **"A052031"**), name of staff member (e.g. **"Smith, John"**), location (e.g. **"Burien"**), date (e.g. **"2013-06-30"**) or subject (e.g. **"bridge"**).
- Additionally, you can enter additional details about the photo by right-clicking on the photo, selecting **Properties**, then selecting the **Details** tab, and then typing information in where relevant.
- Make sure the photo is saved into the correct folder on the KC ERMS or on your shared network drive.
- If the photo is used for certain purposes (such as investigations or code enforcement), **do not edit** the photo after saving it. Other photos can be edited as needed.