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Preparing For Destruction : A Management Plan For The Los Angeles Police Department's 1925-1939 Collection Of Cellulose Nitrate Negatives

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Preparing for Destruction: A Management Plan
for the Los Angeles Police Department's 1925-1939
Collection of Cellulose Nitrate Negatives

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by

Esmé T. Perry-Trueheart, BA, Occidental College, 2004

A thesis

presented to Ryerson University

in partial fulfillment of the
requirements for the degree of

Master of Arts

in the program of

Photographic Preservation and Collections Management

Toronto, Ontario, Canada, 2008

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Preparing for Destruction: A Management Plan
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Esmé T. Perry-Trueheart
Photographic Preservation and Collections Management
Ryerson University/George Eastman House

Abstract

From 1974 to 1982 a collection of negatives, created between 1925 and 1960 and belonging to the LAPD, were transferred to the city's Records Management Division, a total of 246 boxes. In 2001 researchers drew attention to the presence of deteriorating, highly inflammable cellulose nitrate negatives, and the Los Angeles Fire Department ordered the entire collection be destroyed. To prevent immediate destruction the collection was placed in a cold storage facility until it could be digitally re-photographed, catalogued, and then destroyed.

In 2007 I received permission to use the portion of the collection containing the cellulose nitrate negatives, about 55,431 in forty boxes created between 1925 and 1939, as the subject of my thesis. I have organized the thesis into two sections. The first section contextualizes the collection and explains how I developed a plan for re-photographing, cataloguing, and storing a digital database of this negative collection that will eventually be destroyed. The second provides a management plan for the collection. Accompanying the management plan is an inventory documenting the current physical condition and the contents of each box. Completing this thesis is a bibliography which includes all sources used for both sections.

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I want to thank David Harris, professor at Ryerson University and my thesis advisor, for his steadfast supervision and support throughout this thesis project. I also want to thank Abhay Sharma, professor at Ryerson University and my second reader, for his assistance in the completion of this thesis project.

Thank you Todd Gaydowski, manager of the Record's Management Division of the City of Los Angeles, and Glynn Martin, executive director of the Los Angeles Police Historical Society, for assisting me with my research. To Raymond Kwan, manager of the photographic division of the CLA Office of the City of Los Angeles, I extend a special and great thank you for allowing me to complete this project and for being a wonderful mentor.

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may also appear in the original collection. The Los Angeles Police Department (LAPD), in a number of cases of collected items and notes negatively housed in 140 boxes from 1945 to 1960, of which forty-four boxes contain black and white, 4"x6" photographs negatively. Many of the photographs are negative, approximately 35,434, dating from 1945 to 1960, most already have lost to deterioration, and a plan must be devised and executed to ensure that the remaining negatives that are left as well.

However, there is, which makes the circumstances of this collection, virtually challenging, is that the negatives will be digitally duplicated and then destroyed; the original physical collection will be kept safe.

As private law enforcement, access to a cold storage facility in Van Nuys, California, a facility that is paid for by the Chief Legal Officer's Office (CLAO), through the owner collection belongs to the LAPD, access and use of the storage space is controlled by the CLAO Office. This unique system, which exists between these two departments, each with its own

¹ Certain photographs previously collected and by LAPD from 1923 to 1959 because the notes previously available at the time had not been made for preservation, limited purposes.

² United States copyright law, U.S.C. Title 17, states that works made for hire belong to the employer, regardless of the author, or otherwise LAPD. Works made for hire are produced from any of arrangements for a period of 140 years from the date they are created, from group works, or a

Introduction

Cellulose nitrate negatives are known for their high flammability and severe health hazards, which intensify and become more dangerous as the negatives deteriorate. Due to this detrimental nature many photographic collections with cellulose nitrate negative holdings have instituted plans to save their valuable images on a more stable material before they fade into brown, indistinguishable dust. This is the current situation facing a collection of forensic and mug shot negatives belonging to the Scientific Investigation Division (SID) of the Los Angeles Police Department (LAPD); this collection consists of cellulose nitrate and acetate negatives housed in 246 boxes, dating from 1925 to 1960, of which forty-five boxes contain black and white, 4"x5" cellulose nitrate negatives.¹ Many of the cellulose nitrate negatives, approximately 55,431, dating from 1925 to 1939, have already been lost to deterioration, and a plan must be devised and executed in order to save the remaining negatives before they are lost as well. However, the caveat, which makes the circumstances of this collection unusually challenging, is that the negatives will be digitally duplicated and then destroyed; the original, physical collection will no longer exist.

At present the collection resides in a cold storage facility in Van Nuys, California, a facility that is paid for by the Chief Legislative Analyst's Office (CLA); although the entire collection belongs to the LAPD, access and use of the storage space is controlled by the CLA Office.² This creates a dynamic relationship between these two departments, each with its own

¹ Color photographic processes were not used by LAPD from 1925 to 1939 because the color processes available at the time did not meet the needs for documentary, forensic purposes.

² United States copyright law, U.S. Code Title 17, states that works made for hire belong to the employer responsible for funding the work, in this case LAPD. Works made for hire are protected from acts of infringement for a duration of 120 years from the date they are created. I was given access, as a

responsibilities. The CLA Office controls the space because it pays the rental fees and eventually the office would like to eliminate this expenditure in order to make the funds available for other needs within its department. In order to free up these funds the CLA Office has made the following proposal: transfer the LAPD's stable cellulose acetate negatives to the city archives and have the cellulose nitrate negatives digitally reproduced, catalogued, and then destroyed. Recently the LAPD has stated that it would prefer to keep the cellulose nitrate negatives as they are, but move the negatives to another storage facility, and outsource digital re-imaging to a scanning vendor.³ Both departments share a desire to preserve the documentary and contextual value of the collection while they diverge on how to approach this process.

I will not argue for one department's cause over the other. Since I have volunteered and worked with the CLA Office to develop this project, the collection management plan I have created reflects this department's priorities and interests; the management plan, which has been developed in close collaboration with Raymond Kwan, manager of photographic services division of the CLA Office, is a structured, step-by-step process outlining how to prepare the negatives for digitization and how to digitally duplicate and catalogue the pertinent information in the images before the cellulose nitrate negatives are destroyed.

My thesis is organized into two sections. The first provides contextual and historical information related to the collection, and the second is the collection management plan. The first section outlines the historical background specific to Los Angeles during the 1920s through the 1930s, the arrangement of police records, and police photography techniques. It also explains in detail my process for developing and carrying out the management plan. This section provides the context in which to understand the historical value of this collection. The management plan,

consultant, to review the overall condition of the collection in order to complete a management plan but was not permitted to re-photograph any of the negatives for this project.

³ Raymond Kwan, e-mail with author, July 14, 2008.

set out in the second section, is an instruction manual that leads one through the necessary steps to complete the duplication and cataloguing requirements of each negative. In addition to these two sections are two inventories, which were used at different stages of my assessment of the collection: the first is a basic list of the forty-five boxes that contain cellulose nitrate negatives and their current physical conditions, and the second is a more detailed inventory that includes the same information from the initial survey as well as the Division of Report (DR) number⁴ range, negative count, and additional notes.⁵ A bibliography concludes my thesis. The sources used for both the written accompaniment and the management plan are arranged into five sections: collection arrangement and description, handling and identification of cellulose nitrate film, Los Angeles Police Department history, police photography techniques and procedures, and police photography exhibitions and publications.

⁴ A DR number is an individual report number assigned to each criminal case that connects all associated written and photographic documents together; every negative has a DR number handwritten in black on its surface that indicates to what case it belongs.

⁵ See Appendices B and C.

Police Photography and the Creation of the Collection from the Beginning to 1939

The early organization of police photographic records in the United States of America was “not easily subdivided except on the basis of names, which constantly change[d]”⁶ and it was not until the introduction of the Bertillon system in 1883, by Alphonse Bertillon (1853-1914), a French police records clerk, that a more structured arrangement of police records became achievable. The Bertillon system introduced both a system for taking mug shots and photographing crime scenes. The results were called “metric photograph[s], [because the system] made it possible to compute all [physical] measurements directly from the photograph.”⁷

Bertillon devised the present day mug shot style of obtaining both an anterior and profile image of the subject with a “relation between the size of the individual in reality and the photograph [being] 1:7”⁸ allowing for anthropometric measurements of the head and face to be recorded directly from the image.⁹ Based on several precise measurements of physical attributes, and broken down into three sections, “bodily measurements...measurements of the head...[and] measurements of the limbs,”¹⁰ the identification of a criminal could be significantly narrowed down to an accuracy unmatched until the introduction of fingerprinting in the early twentieth century.

⁶ J. Edgar Hoover, “Criminal Identification,” *The American Journal of Police Science* Vol. 2, No. 1 (1931), 9.

⁷ Harry Söderman, “Science and Criminal Investigation,” *Annals of the American Academy of Political and Social Science*, Vol. 146 (1929), 239.

⁸ Harry Söderman, *Modern Criminal Investigation*, (New York: Funk and Wagnalls Company, 1935), 51.

⁹ To attain this ratio, Söderman states in *Modern Criminal Investigation*, some police departments used a camera and chair fixed to a joined platform; a lever on the camera was used to turn the chair from anterior to profile views. Another method used was to place a studio camera seven feet from the subject for the anterior view and move the camera six inches closer to the subject for the profile view.

¹⁰ Söderman, *Modern Criminal Investigation*, 42.

Bertillon's metric photography system for crime scene photography was more complicated and was never widely adopted; the type of camera, lenses required, and necessary guidelines were much more complicated than capturing a natural perspective with a more portable camera.¹¹ Despite this minor drawback, the Bertillon method for recording bodily measurements was quickly adopted and used by police departments as an anthropometric method of physical identification that accompanied photographic documentation of the criminal. The LAPD's use of photography as a tool to aid crime control began with the introduction of the Bertillon system by Police Chief John M. Glass (acting chief from 1889 to 1900) in 1889.¹²

In the 1920s photographic records became part of a new division of the police department dedicated specifically to scientific investigation, the forerunner of the current Scientific Investigation Division. The division was established by Police Chief August Vollmer (acting chief from 1923 to 1924) in 1923¹³ and expanded under the direction of Police Chief R. Lee Heath (acting chief from 1924 to 1926).¹⁴

Vollmer was a leading advocate for implementing the use of scientific criminal investigation in police departments and "assisted personally in the reorganization and modernization of the operating methods of scores of police departments."¹⁵ While working for the LAPD he "inaugurated new methods of organization and systematic operation...[and the] Records and Identification Bureau was entirely reorganized and equipped to conform with the

¹¹ *Ibid.*, 98

¹² "Inside the LAPD," The History Channel, DVD (April 25, 2006).

¹³ Los Angeles Police Department, "History of the LAPD: 1900-1925," The Los Angeles Police Department, http://www.lapdonline.org/history_of_the_lapd/content_basic_view/1108.

¹⁴ Thomas G. Hays and Arthur W. Sjoquist, *Images of America: Los Angeles Police Department*, (Chicago: Arcadia Publishing, 2005), 45.

¹⁵ O.W. Wilson, "August Vollmer," *The Journal of Criminal Law, Criminology, and Police Science*, Vol. 44, No. 1 (1953), 100.

system of organization, photographic records lost their efficacy; "large accumulations almost destroyed the usefulness of photographic files, as it is a tiresome and often a confusing task for the victim of thieves to view all of the pictures, even though segregated as outlined above."²⁰

Vollmer stressed that the top priority of police photography is to provide visual information that will aid in the apprehension of a criminal and solve criminal activity and that this could not be achieved if the record can not be promptly accessed.

Vollmer's proposal for a new police record system outlines an arrangement comprised of twenty-one types of files. The ninth file is the *Criminal Descriptive File*,²¹ which contains "photographs and descriptions of criminals, segregated according to the criminal specialty, such as burglars, checkmen,²² safe blowers, etc., further divided by hair color, eye color, height, weight and age."²³ Other files such as *Special Marks File* (descriptions of visible physical demarcations), *Geographical File*, *Handwriting File* and *Individual Finger Print Impression File* are cross referenced with the *Criminal Record File*; this system of cross referencing facilitates the retrieval of a greater amount of information at a quicker rate.

In addition to Vollmer's efforts to establish an organizational system for arranging photographic records there was also a need for establishing a system of photographic techniques for crime scenes and mug shots. Vollmer does not address photographing techniques himself but refers to criminology books which address photographic procedures in a bibliography he created for a course he taught at the University of Chicago.²⁴ One of these sources is Alfred Lucas's

²⁰ Ibid.

²¹ The file names in Vollmer's article only have the first word capitalized but I have normalized capitalization for this text.

²² Checkmen are individuals that commit check forgery.

²³ Ibid., 173-174.

²⁴ August Vollmer, "Bibliography on Police Organization and Administration, Criminal Identification and Investigation," *The American Journal of Police Science*, Vol. 2, No. 1 (1931), 76.

1921 *Forensic Chemistry and Scientific Investigation* which includes a chapter on the use of “Microscopy, Photography, X-Rays, Ultra-Violet Rays and Infra-Red Rays.”

It is well known that photographs can be easily manipulated through lighting, composition and varying points of view that will portray the same subject in a number of very different ways. In a 1938 article, “Photography in Criminal Investigations,” Charles Calvin Scott, an attorney and contributing author to the *Journal of Criminal Law and Criminology*, describes the nature of the photographic image as being in the hands of the photographer: “[t]he camera always portrays accurately whatever a trained photographer wished it to show. Hence, by the expert manipulation of his equipment a skilled photographer can create a false or misleading photograph, and likewise, the bungling tyro²⁵ may snap a picture that presents the subject in such a way as to mislead judge and jury. It is important, therefore, that the capacities and limitations of the photographic process should be understood by all who use it in establishing the guilt or innocence of those accused of crime.”²⁶ Since police photography is used exclusively for documentary and evidentiary purposes, Scott emphasized the importance of minimizing the margins of variability in crime scene and mug shot photographs caused by lighting and composition.

Scott provided a detailed account of police photographing techniques in his 1938 article. In addition to Bertillon’s anterior and profile mug shot style, which is still practiced today, Scott points out the importance of standardizing lighting effects and how different types of film and filters can alter a mug shot. Ideally lighting should be flat with a white background, which will eliminate any heavy shadows.²⁷ There are many types of film that can be used but the primary

²⁵ A tyro is also known as a novice.

²⁶ Charles Calvin Scott, “Photography in Criminal Investigations,” *Journal of Criminal Law and Criminology*, Vol. 29, No. 3 (1938), 383.

²⁷ Scott, 409.

objective is to “reproduce the face just as it would appear to the normal eye”²⁸ and so the film chosen must meet this requirement.

Crime scene photographs also must have adequate lighting and proper film to attain a realistic perspective and a detailed focus depth in order to convey an accurate portrayal of the distance between objects in a scene.²⁹ To achieve a reliable perspective of the crime scene “whenever possible the camera should be so placed that the two objects are the same distance from the camera” and, if this is not possible due to layout of the scene, the type of camera lens used must show the most natural perspective achievable given the circumstances.³⁰ To ensure sharp detail “the lens should always be used at the smallest practical diaphragm in order to secure the greatest possible depth of focus;”³¹ everything in the photograph must be in focus to ensure details of the crime scene investigation are accessible in the future.³²

There is also a procedure for the sequence in which crime scene photographs are taken. Harry Söderman, a renowned Swedish forensic scientist,³³ wrote in his 1935 publication *Modern Criminal Investigation* that it is the police photographer’s responsibility to “reenact the story of the crime from beginning to end.”³⁴ The first photographs should be general views of the layout, from at least two different angles, taken just at the perimeter of the crime scene. Then the photographer moves into the scene, taking, for example, a close-up of the point of entry by a burglar where furniture has been disturbed. Added to this are further detailed photographs that

²⁸ Ibid.

²⁹ No other method for determining distances from a photographic print for police purposes had been introduced at this time except for the previously discussed Bertillon system. However, detailed sketches of crime scenes were recorded that depicted the layout of the crime scene and measurements of pertinent features.

³⁰ Scott, 387.

³¹ Ibid.

³² Scott, 392.

³³ Harry Söderman was the head of the National Forensic Science Institute in Stockholm and was one of the founders of International Criminal Police Organization, also known as Interpol.

³⁴ Söderman, *Modern Criminal Investigation*, 97.

would focus, for example, on blood stains found on a piece of an overturned chair or crowbar marks on the doorjamb. The method is to move further into the scene in order to create a sense of how the event may have occurred.³⁵

While the LAPD underwent reorganization of its records management system and implemented structured photographic techniques and procedures, the city it served was rapidly growing and the overall municipal environment was changing. Through the 1920s and 1930s there were financial and legal constraints as well as government corruption that stretched the police force's resources and caused tension within the department. The city's square mileage expanded from 260 to 450 and the population increased to nearly one million in a span of seventeen years (1915-1932) without a compensatory increase of law enforcement officers.³⁶ There were additional criminal complications due to circumstances associated with Prohibition (1920 to 1933)³⁷ and economic strains related to the Great Depression (beginning in 1929). The LAPD also suffered from corruption within the department and city government during this time. Under the directions of Police Chief James E. Davis (acting chief from 1926 to 1931 and from 1933 to 1939) and Mayor Frank Shaw (acting mayor from 1933 to 1938) the "LAPD became known for [the] brutal, unconstitutional treatment of vagrants, 'radical' labor and political organizers, and critics of the municipal administration."³⁸ It is within this social and political context that the LAPD collection of 55,431 cellulose nitrate negatives was created between 1925 and 1939.

³⁵ Söderman, *Modern Criminal Investigation*, 96-97

³⁶ Los Angeles Police Department, "History of the LAPD: 1900-1925," The Los Angeles Police Department, http://www.lapdonline.org/history_of_the_lapd/content_basic_view/1108.

³⁷ This is evident by the presence of negatives that depict bootleg raids.

³⁸ Gerald Woods, *The Police in Los Angeles: Reform and Professionalism* (New York: Garland Publishing, Inc., 1993), 103.

History of the Collection, 1939-2007

The collection of negatives physically remained with the Scientific Investigation Division (SID) of the LAPD from their creation until 1974. How the negatives were housed and stored from 1939 to 1974 is unknown; it may have been that the negatives were organized similarly to how they are now, by report numbers and subject matter, and were stored in boxes or file cabinets for convenient retrieval. From 1974 to 1982 SID began to transfer the collection to the Records Management Division of the City Clerk's Office.³⁹ The Records Management Division is where departments of the City of Los Angeles, including those of the LAPD, house records that are no longer current and for which they do not have adequate storage space. It is during this transfer period that the negatives were placed in record storage boxes and given their current five-digit box number and barcode (seen in figure one on page 19).

In 2001 the collection was found to contain deteriorating cellulose nitrate negatives and, because this posed severe fire and health hazards, it was ordered to be destroyed by the Los Angeles Fire Department. The Chief Legislative Analyst at the time, Ron Deaton, heard of the imminent destruction and undertook the responsibility of caring for the collection by transferring it to a cold storage facility in Van Nuys, California with the intention of re-photographing, cataloguing, and then destroying the original cellulose nitrate negatives.⁴⁰ At present access to the collection is under the direct supervision and control of Raymond Kwan, manager of the photographic services division of the CLA Office.

³⁹ Todd Gaydowski, e-mail message to author, March 24, 2008.

⁴⁰ Raymond Kwan, telephone interview with author, November 2008.

Development and Implementation of Management Plan, 2007-2008

My preliminary research began the fall of 2007 at the George Eastman House in Rochester, New York; I began by researching and familiarizing myself with methods of identification, handling, and the health hazards of cellulose nitrate negative sheet film.⁴¹ Identification of cellulose nitrate film can be determined from the manufacturing date, edge notch codes and deteriorative characteristics. The manufacturing of cellulose nitrate film began in 1889 by Eastman Kodak. The production of 35mm roll films was discontinued in 1938 and commercial sheet film in 1939.⁴² Cellulose acetate film, which eventually superseded cellulose nitrate film, began to be manufactured in 1925 creating a fourteen-year time span in which both cellulose nitrate and acetate sheet films were used.

After researching the handling techniques and potential hazards, I went to Los Angeles for two weeks in December 2007 to carry out an initial survey of the collection. During this time I reorganized the 246 boxes in storage rooms 229 and 230⁴³ by placing the boxes in numerical order based on each box's five-digit number to facilitate their later physical inspection. Next, I began inspecting every box and labeled each as containing cellulose nitrate, cellulose acetate, both or deteriorated cellulose nitrate films. If I discovered severely deteriorated negatives, I separated these boxes by placing them on their own shelf within storage room 229. In February 2008 I returned to Los Angeles for two weeks and completed indentifying the contents of the

⁴¹ Additional information related to the identification, handling and hazards of cellulose nitrate film can be found in sections II and III of Appendix A.

⁴² Preservation Leaflets, "Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication," Northeast Document Conservation Center, <http://www.nedcc.org/resources/leaflets/5Photographs/01ShortGuide.php>.

⁴³ See figures two and three, pp. 21-22.

remaining boxes and took photographic documentation of the interiors of each box containing cellulose nitrate negatives.

Of the 246 boxes, forty-five contained cellulose nitrate negatives (comprising approximately 55,431); these boxes are now labeled as “Nitrate,” “Nitrate and Acetate” or “Deteriorated Nitrate, Destroy ASAP.” All the negatives are 4"x5" cellulose nitrate sheet film; they range in date from 1925 to 1939, and, for the most part, were manufactured by Eastman Kodak. The LAPD used cellulose nitrate sheet film until its discontinuation in 1939. The negatives are also in various states of deterioration, ranging from physically stable to completely irrecoverable (seen in figures four and five on page 23).

The negatives are by and large arranged in chronological order and by subject matter, and each negative has its own individual report number known as a DR number; in some cases negatives are associated with the same crime and therefore share the same report number. Most of the negatives are mug shots but there are also images depicting assault victims, automobile collisions, crime scenes and deceased individuals laid out on morgue examination tables (of which both an anterior and profile is taken of the person). Unfortunately, at some point in this collection's life some of the negatives were rearranged and, as a result, there are boxes that contain negatives from dates other than those indicated on their corresponding labels. Also, in 2001 and in 2004 researchers removed a selection of negatives from their original boxes and placed them in two twelve-gallon plastic bins. I assume this was done to separate images that were being considered for use in the exhibition *To Protect and Serve: The LAPD Archives – 100 Years of Photography* (2001), and in the publication *Scene of the Crime: Photographs from the LAPD Archive*, (2004).⁴⁴

⁴⁴ Both the exhibition (traveled from 2001 to 2005) and publication (2004) included a selection of LAPD mug shots and forensic images, dated from 1926 to 1974.

After completing a thorough assessment of the collection (with information on its size, organization and physical condition) an inventory of all boxes containing cellulose nitrate negatives was made. The inventory is forty-five pages long and outlines each box's contents: it includes information on its inclusive dates and physical condition, provides a photographic image of the box interior and, in some cases, contains additional explanatory notes. Also included in the inventory is the estimated number of negatives in each box; some of the boxes' negatives were counted by hand to attain an approximate number and this number was used for the remaining boxes. The inventory of the forty-five boxes, Appendix C beginning on page 51, allows for quick and convenient retrieval of information related to any one of the boxes and limits unnecessary physical handling and exposure to possible health hazards.

After the inventory was created in February 2008,⁴⁵ different methods of photographic duplication were considered. While institutions usually duplicate cellulose nitrate negatives onto acetate or polyester based film, the CLA Office preferred to create digital surrogates. Digital reproduction is normally only used for database access and to alleviate physical handling of an original object but rarely for replacing one entirely. In preservation literature, there are two reasons for doing this. Firstly, digital technology is not permanent; what may be the commonly used storage medium today may, in all likelihood, become obsolete in ten years,⁴⁶ and the cost of maintaining digital technology is expensive. The second reason is the original object will no longer be available for reference and research. What once was three-dimensional and could be held in one's hand becomes two-dimensional and viewable only on a computer screen; there is considerable informational loss from the original to the new digital copy.

⁴⁵ The inventory was completed in May 2008, after I returned to Los Angeles to finish counting the negatives.

⁴⁶ For example, floppy discs which were commonly used during the 1990s are now outdated and compact discs only have a shelf life of seven to ten years.

At present the collection is difficult to access because of its remote geographical location and its present organization. There is no documentation indicating the location of specific events and crimes and negatives cannot be individually viewed unless inspected one-by-one; given the size of this collection attempting to find specific images is an intimidating feat. In a digital format the collection will become far easier to access and research. The CLA Office already maintains its own digital image collection so this organizational system can easily be extended to manage this collection as well. Also, a collection in digital format can reside in two different locations, simultaneously with the LAPD and the CLA Office. A digital existence will also free up money now being used to rent space to house the collection.

After deciding to digitally duplicate the negatives I began to develop and formulate a collection management plan with a step-by-step structure; this is appended to this text as a separate document, beginning on page twenty-three. After two introductory sections, the plan is divided into seven major sections: 1) identification of cellulose nitrate and acetate negatives, 2) separation of cellulose nitrate and acetate negatives, 3) digitally duplicating cellulose nitrate negatives, 4) recording information onsite, 5) recording information offsite, 6) storing completed digital files and 7) disposing of original cellulose nitrate negatives. The primary difference between my proposed plan and ones commonly used in archives, besides digital replacement, is that mine encourages item-level cataloguing. Item-level cataloguing is not usually carried out because it is both time consuming and more labor intensive than creating a series or record group description and arrangement.⁴⁷ If this collection were not being destroyed one of these two standard forms of arrangement and description would be more realistic. Item-level cataloguing will ensure that every negative is reviewed and that nothing is overlooked before it is destroyed.

⁴⁷ David W. Carmichael, *Organizing Archival Records: A Practical Method of Arrangement & Description for Small Archives* (New York: Altamira Press, 2004), 6.

It is also recommended that contextual information related to the collection be thoroughly researched and recorded; a collection's significance and potential uses cannot be determined if its historical and institutional context is unknown or lost. To create a contextual framework in which to place the creation of this collection, I researched the general history of the LAPD and its use and organization of photographic records during the time period of 1925 to 1939. During my research I discovered that the majority of the police records, including the photographic prints, associated with these negatives have been systematically destroyed because they are only kept for ten years after their creation. Murder investigations are the one exception and their records are kept indefinitely.⁴⁸ Although the reports related to the negatives in this collection have been destroyed, the general historical context in which they were created is still recoverable. In fact the lost records only strengthen the need to make this collection more widely accessible as it is the only remaining historical reference.

After discussing with Raymond Kwan about how to make the collection more accessible and secure its longevity, we decided that the best mode of digital reproduction would be using a low-heat lightbox and copy stand with a digital camera. Due to scanners' tendency to heat up over a period of continual use and cellulose nitrate film's high flammability, the copy stand is the safest choice. Another difficult decision was choosing a safe storage medium on which to keep the digital files; one of the major drawbacks with digital storage media is it is not permanent, quickly degrades, and becomes technologically outdated. I concluded that external hard-drives should be used, with at least two sets kept in two different locations and compact discs-recordable (CD-Rs) used for transferring files. Although a collection database has not yet been decided upon, to prepare for future use within a searchable database I decided that each file will

⁴⁸ Todd Gaydowski informed me that reports associated with murder investigations are inaccessible to me as a civilian in an e-mail sent May 28, 2008. As a result, I gained no information on how these existing records of past criminal cases are currently organized, stored and retrieved.

have a limited set of keywords attached to it, which can be applied through the “File Info” feature of Adobe Photoshop;⁴⁹ in this way the new metadata will be inseparable from the file. There will also be an Excel worksheet created for each box’s contents, which will be filled out as the negatives are photographed and catalogued. Recording information while the negative is in hand will lessen the probability of losing or overlooking data.

A more thorough and detailed, item-level inventory can aid in identifying the potential needs of future government and public researchers. In 2001 the collection was used as the basis of an exhibition, *To Protect and Serve: The LAPD Archives – 100 Years of Photography*,⁵⁰ and, in 2004, of a book, *Scene of the Crime: Photographs from the LAPD Archive*. In addition to providing material for potential future exhibitions and publications,⁵¹ the collection is also an invaluable resource to those studying the progression of scientific investigation, historical autopsy methods by the county morgue, and documentation of historical events.

At the time of writing this thesis, some preliminary protective measures have been implemented but the majority of the work has yet to be done. In addition to boxes containing cellulose nitrate negatives being identified, a portion of the “Nitrate and Acetate” boxes have been sorted through and the cellulose nitrate negatives separated from the cellulose acetate ones with interleaving paper within the box. The five boxes that contain irrecoverable and highly hazardous cellulose nitrate negatives (25252, 26470B, 26474B, 26688, 27090A) have been

⁴⁹ This process is outlined in the seventh section the management plan, page 35.

⁵⁰ A selection of the images used in the exhibition, the exhibition’s traveling history, and additional information can be found at the Fototeka website, <http://fototeka.com/lapd/index.html>. Fototeka is a gallery owned by Merrick Morton one of the exhibition organizers.

⁵¹ In fact, police departments’ historical photographs have been the subject of a number of exhibitions and publications over the past decade. The San Francisco Museum of Modern Art showed *Police Pictures* (October 17, 1997 – January 20, 1998), an exhibition organized by Sandra S. Phillips, which focused on portraying the different functions of photography police departments implement. Another exhibition, *Least Wanted* (shown at the Steven Kasher Gallery, in New York City, from September to October 2006), presented the progression of the mug shot over a period of a hundred years. There are also a number of publications which focus on police photography.

physically separated from the rest of the collection, and the necessary personnel have been alerted to the need for their immediate destruction. The collection management plan (Appendix A) outlines the main work that remains to be done.

destroying original documents, and the necessary personnel have been alerted to the need for their immediate destruction. The collection management plan (Appendix A) outlines the main work that remains to be done.

All the necessary personnel have been alerted to the need for their immediate destruction. The collection management plan (Appendix A) outlines the main work that remains to be done.

¹ Approved for release under E.O. 13526, 2/11/2000
² Approved for release under E.O. 13526, 2/11/2000

Observations and Conclusions

My biggest concerns throughout this project have been addressing the matter of destroying original documents and relying solely on digital surrogates. These are not easy decisions to make especially when every source advises against it with convincing arguments. However given the historical importance of this collection and the two departments' different areas of control – the CLA Office's control over the space and the LAPD's control over the use of the collection – it still appears to be the best option; the collection will be far more easily available and accessible in digital form than it currently is in its physical state. The only area with which I differ with the CLA Office is with the decision to destroy all of the cellulose nitrate negatives. I would advise instead consolidating the boxes of cellulose nitrate negatives into one secure storage room, returning the cellulose acetate negatives to the archives, and destroying only the irrecoverable negatives. This would reduce storage costs by at least half.

At the conclusion of my involvement with this collection and project I feel comfortable with the current state of affairs, and I am pleased to see my involvement has caught the attention of those who are responsible for the protection and survival of the collection. As of July 2008, there is still discussion between the LAPD Public Information Office and the CLA Office as to what will happen to the collection. While the LAPD wants to move the collection to another facility and hire a scanning vendor to digitize the negatives,⁵² the CLA Office maintains the images now belong to its department and wants to pursue its proposal for digitization and disposal, and is currently looking into hiring a scanning vendor to begin this process.⁵³

⁵² Raymond Kwan, e-mail with author, July 14, 2008.

⁵³ Raymond Kwan, phone interview with author, July 22, 2008.

Illustrations

25242



LOS ANGELES POLICE DEPARTMENT/SCIENTIFIC INVESTIGATION DIV
NEGATIVES - CRIMES AND BOOKINGS
LA 30169M12 THRU LA 30375M11

FROM: 01/01/1948 TO: 12/31/1948

PDX/71

000000131

O015

DESTROY: 12/31/1968

Figure 1. Label adhered to box 25242
Photographed by author in Van Nuys, California, February 2008

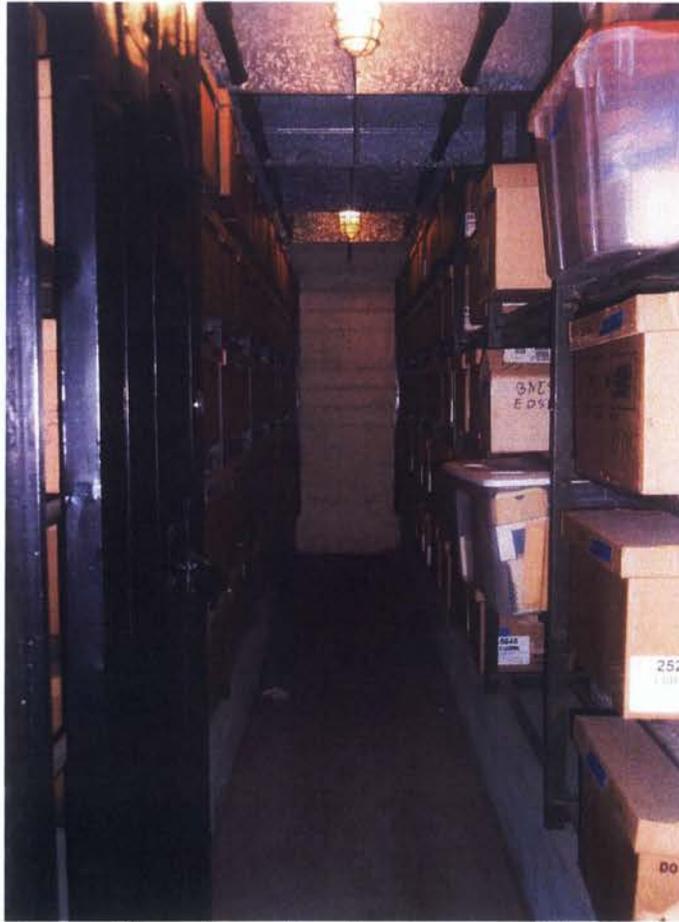


Figure 2. Interior of storage room 229
Photographed by author in Van Nuys, California, February 2008

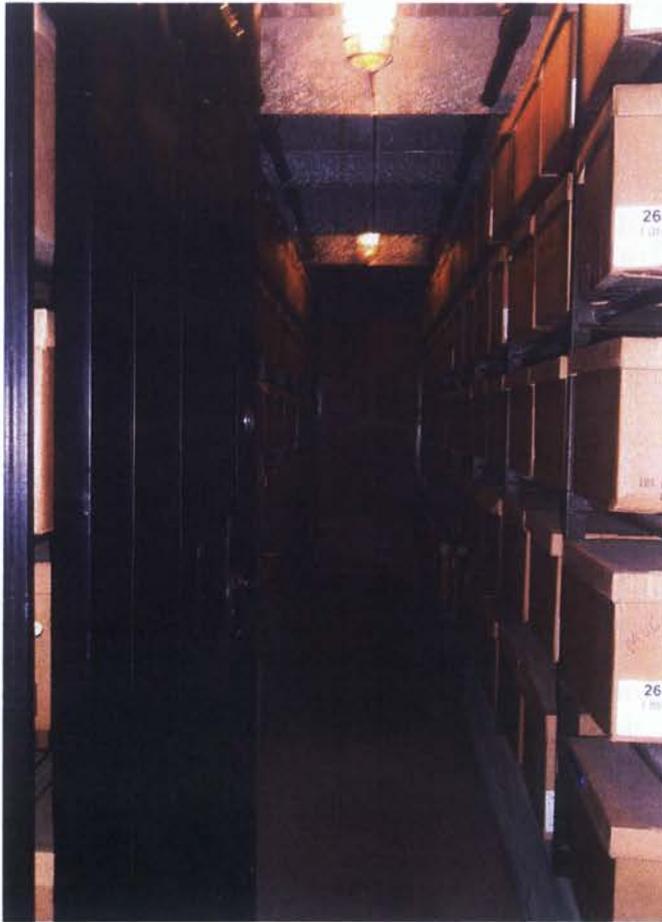


Figure 3. Interior of storage room 230
Photographed by author in Van Nuys, California, February 2008



Figure 4. Interior of box 05658, in physically stable condition
Photographed by author in Van Nuys, California, February 2008



Figure 5. Interior of box 25252, in advanced stages of deterioration
Photographed by author in Van Nuys, California, February 2008

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I. INTRODUCTION TO COLLECTION

This collection of cellulose acetate and nitrate negatives, created between 1925 and 1960, is housed in 246 boxes. Of these boxes forty⁵⁴ have cellulose nitrate negatives and are labeled as containing either cellulose nitrate or cellulose nitrate and cellulose acetate 4"x5" black and white sheet film. These negatives date from 1925 to 1939 and range in subject matter from mug shots through crime scenes, automobile collisions and assault victims to deceased individuals on examination tables. The purpose of this management plan is to identify, digitally duplicate and catalogue all the approximately 55,431 cellulose nitrate negatives in this portion of the collection prior to their destruction.

This management plan was completed in conjunction with a written accompaniment. The accompaniment includes historical information related to police photography and social developments in the City of Los Angeles during the 1920s and 1930s. It explains the reasoning for the procedures outlined in this plan. For additional information, please consult this document.

⁵⁴ There are five additional boxes that contain cellulose nitrate negatives (25252, 26470B, 26474B, 26688, 27090A) but these have deteriorated beyond recoverability and have been set aside for destruction.

II. GENERAL PROCEDURES FOR HANDLING AND HOUSING

Order for Processing Boxes:

All boxes containing irrecoverable negatives have been set aside for eventual disposal. At present, the rest of the collection of negatives, housed in the remaining forty boxes, is currently stable. To maintain order and prevent confusion, it is recommended that boxes be handled numerically, as they appear in the inventory.⁵⁵

It is best to process an entire box from start to finish. Each box should be taken, one at a time, to the workspace, in between floors one and two of the storage facility. If the box is heavy use a dolly and the elevator.

How to House Materials:

Keep all materials used for cleaning, re-photographing, and cataloguing onsite in one of the storage rooms. Exceptions are the digital camera and laptop which will travel with the employee(s) between onsite and offsite locations. Leave the copy stand and lightbox in the workspace.

How to Handle Negatives:

Health hazards associated with cellulose nitrate film are due to noxious gasses (nitric oxide, nitrous oxide and nitrous dioxide) and nitric acid, which are emitted during the successive stages of its deterioration, and due to the extreme flammability of cellulose nitrate film. The fumes emitted can cause eye irritation, respiratory complications and headaches. Direct skin

⁵⁵ See Appendix C

contact can cause irritations such as rashes and sores.⁵⁶ Due to the unstable and dangerous nature of cellulose nitrate negatives, the best precautions are to wear gloves (disposable latex or nitrile) at all times during handling, a protective smock over clothing, protective goggles if contacts are worn (gasses will dry out contacts), and a filtered mask over your nose and mouth for negatives in an advanced state of deterioration.⁵⁷ However, with this collection, a mask is optional but not necessary, since all remaining cellulose nitrate film is in stable condition and has not begun to emit fumes. Also it is best to work in a well ventilated area so that fumes are constantly filtered out of the workspace.

Working Schedule:

Work onsite at the cold storage facility for three days of the week. The remaining two days of the week should be spent in the office completing the cataloguing and creating JPEG derivatives. When working onsite, photograph for half of the day and catalogue what has been photographed for the remaining half of the day.

⁵⁶ Patricia W. Hollinshead, Mark D. Wan Ert, et al, "Deteriorating Negatives: A Health Hazard in Collection Management," Arizona State Museum, The University of Arizona (1987), 1.

⁵⁷ National Park Service, "Handling and Shipping Cellulose Nitrate Film," *Conserve O Gram* 2, no. 20 (2003), 3.

III. IDENTIFICATION OF CELLULOSE NITRATE AND ACETATE NEGATIVES

The obvious distinction between the two films is that "NITRATE" appears printed on the edge of cellulose nitrate negatives and "SAFETY" appears on the edge of cellulose acetate negatives. Another method of identification is using the film's notch codes on the edge but, this is only applicable if the film is Kodak and manufactured before 1949; Kodak is the only manufacturer to publish information related to their notch codes. If the first notch from the edge is a "V" shape it is cellulose nitrate, if the first notch from the edge is a "U" shape it is cellulose acetate.⁵⁸ When no date, notch codes, or edge printing are available, signs of deterioration may be of help. Cellulose nitrate goes through six identifiable stages as it degrades: first, the film will begin to yellow and silver oxidizing will occur; second, the film will begin to emit noxious gasses (nitric oxide, nitrous oxide and nitrous dioxide) and will become tangibly sticky; third, nitric acid begins to form as the gasses interact with moisture in the air and catalyzes deterioration; fourth, yellowing will become darker and more amber in hue; fifth, the film becomes soft and adheres to adjacent items; and finally, it decomposes into brown ash.⁵⁹

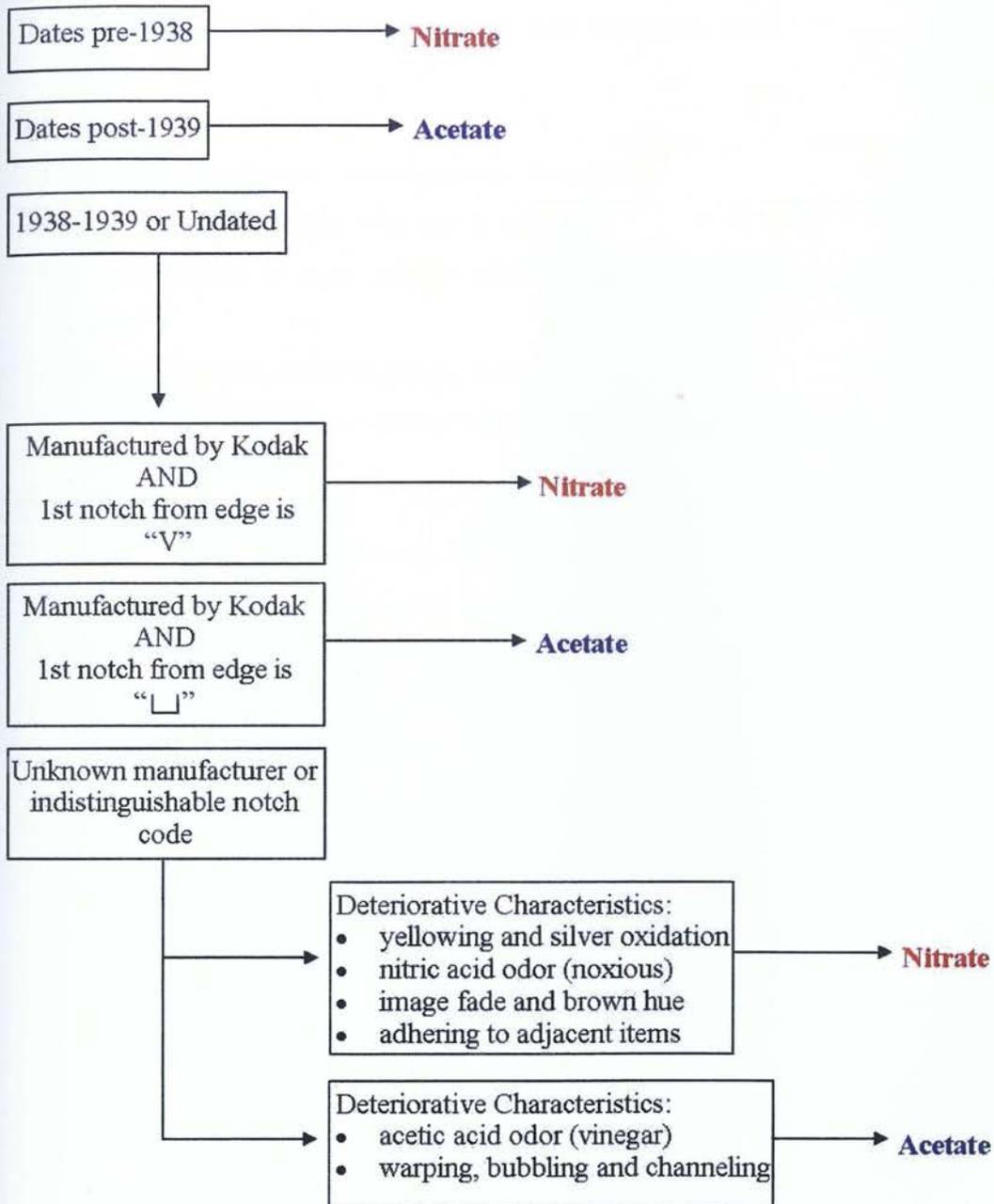
See flow chart below for identifying cellulose nitrate negatives from cellulose acetate negatives.

This is only needed for the boxes labeled as containing both film types.

⁵⁸ National Park Service, "Identification of Film-Base Photographic Materials," *Conserve O Gram* 14, no. 9 (1999), 2.

⁵⁹ Preservation Leaflets, "Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication," Northeast Document Conservation Center, <http://www.nedcc.org/resources/leaflets/5Photographs/01ShortGuide.php>.

Film Identification Flow Chart for LAPD Negatives



IV. SEPARATING CELLULOSE NITRATE AND ACETATE NEGATIVES

Materials required:

disposable latex/nitrile gloves, smock, acid-free printer paper

Separation Procedures:⁶⁰

- 1) Remove all cellulose nitrate negatives from box
- 2) Group cellulose acetates together in box
- 3) Place one sheet of paper labeled "Nitrate Negatives Begin" after the last cellulose acetate negative
- 4) Return cellulose nitrate negatives to box
- 5) Place one sheet of paper labeled "Nitrate Negatives End" after the last cellulose nitrate negative

⁶⁰ Follow handling procedures outlined in section II (pp. 27-28) of this plan.

V. DIGITALLY DUPLICATING CELLULOSE NITRATE NEGATIVES

Cleaning and Drying Negatives

When to clean negatives:

Some of negatives suffer from silver oxidation and dust on the emulsion. Silver oxidation can make the negative appear fogged in duplication and dust can cause marks on digital surrogates. These negatives must be cleaned.

Materials required:

disposable latex/nitrile gloves, protective smock, cotton balls, paper towels, Nevr-Dull Wadding Polish

Cleaning procedures:

- 1) Turn the negative emulsion side up on a clean paper towel
- 2) Hold the negative firmly in place with one hand
- 3) Rub the emulsion side of the negative with a wad of silver polish in a circular motion, moving from the middle outwardly
- 4) When all silver appears to be removed place negative aside to dry (this may take 1-2 hours) and continue with the next negatives
- 5) When negative is dry place the negative emulsion side up on a clean paper towel
- 6) Hold the negative firmly in place with one hand
- 7) Rub the emulsion side of the negative with a clean cotton ball in a circular motion, moving from the middle outwardly and continue until all polish residue is removed and the negative is clean, without streaks or oxidized silver

Photographing Negatives

Materials required:

disposable latex/nitrile gloves, protective smock, light box with low-heat bulb, copy stand, digital camera, black poster board (cut into two L-shaped pieces), 5"x7" piece of glass with secured tab on one side for easy lifting, glass cleaner, paper towels, air duster

Camera set-up:

- Digital camera settings: set the camera to macro setting, set for uncompressed TIFF file format, turn flash on
- Placing camera in stand: secure the camera in the copy stand and ensure the axis of the lens in relation to the lightbox is perpendicular to prevent distorted angles in duplications

Photographing procedures:

- 1) Dust surface of lightbox with air duster
- 2) Clean glass – holding glass by the adhered tab, use glass cleaner and paper towel and wipe surface until glass is without smudges or dust
- 3) Turn on lightbox
- 4) Turn off all other lights in room
- 5) Place negative emulsion side down in middle of lightbox and place the clean sheet of glass on top to keep negative flat
- 6) Frame negative with the two L-shaped black boards to block out surrounding light
- 7) Make sure negative fills the frame of the camera (do not use camera zoom but rather lower or raise the camera along the copy stand), leave a thin border around the negative to prevent accidental cropping of image area
- 8) Press the capture button half way down to focus the shot, then press all the way down to capture the image
- 9) Remove photographed negative and place it aside. It is absolutely necessary to keep negatives in the exact order in which they were photographed as this will make cataloguing much easier.

VI. RECORDING INFORMATION ONSITE

Materials required:

disposable latex/nitrile gloves, protective smock, camera memory card, memory card reader, laptop

Cataloguing information:

- 1) Remove memory card from camera and place in card reader attached to laptop
- 2) Set negatives just photographed within reach of computer
- 3) Change the file names one-by-one of the new TIFF files to match the DR number of its original negative (if there is more than one negative with the same DR number add “.01,” “.02,” “.03,” etc. at the end of the number (e.g. DR972679.01)
- 4) Create one Excel worksheet for each box number; this will total forty in the end.
- 5) In an Excel worksheet record the following information: DR number, date, box number that the negative currently resides, the box number the negative was originally recorded to reside (if the DR number doesn't match the range given on the label), inscriptions on the surface of the negative, and inscriptions on the envelope. Create an entry for each negative and record the information seen in the example below:

A	B	C	D	E	F
Inventory of Box # 05638					
DR Number	Date	Currently in Box #	Originally Recorded in Box#	Additional Inscriptions (Surface of Negative)	Additional Inscriptions (Envelope)

VII. RECORDING INFORMATION OFFSITE

Materials required:

laptop, desktop computer,⁶¹ external hard drive,⁶² Adobe Photoshop

Adjusting Image Files

Adjusting digital images in Photoshop:

- 1) Leave uncompressed TIFFs unaltered as master access files, only rotate if not right-sided
- 2) Create JPEG derivatives of TIFF files⁶³
- 3) Apply same file name (DR number) to JPEG derivatives
- 4) Transfer TIFFS to external hard drive
- 5) Desaturate JPEGs by changing to 16bit Grayscale⁶⁴
- 6) Invert the JPEG image so it is now a positive
- 7) Crop out thin border⁶⁵
- 8) Do not adjust tonal qualities of JPEGs –when copies are requested the individual files can be copied and adjusted depending on the intended use of the image

Applying File Information

To begin applying file information to JPEG images:

- 1) Open each file in Adobe Photoshop
- 2) For each file, click on “File” in the main toolbar
- 3) From the drop-down menu click on “File Info,” the fifth option from the bottom (see figure one below for visual of pathway)

⁶¹ Make sure both monitors of the laptop and desktop computer have undergone color calibration.

⁶² An external hard drive with a USB 2.0 connection port is preferable because it is compatible with most computers.

⁶³ As a short-cut in Photoshop, you can create and record the action of converting a TIFF to a JPEG and then use the “Batch” feature to automate all TIFF file conversions. If unfamiliar with this process, search for “automating tasks” in the “Help” feature of Photoshop for assistance.

⁶⁴ Many of the negatives have begun to discolor due to oxidation and degradation of their nitrate base. Desaturation of the JPEG files will eliminate a potential misreading of the image due to staining.

⁶⁵ The thin border is the result of step 7 of Photographing Procedures in section V of this plan (p. 32).



Figure 1. Screenshot taken of pathway used to find “File Info”

Recording metadata for each JPEG (see figure 2 below for a visual example):

- 1) For "Document Title" input the file name
- 2) For "Author" input name of photographer as it appears on the negative
- 3) For "Author Title" input "Photographer"
- 4) For "Description Writer" input full name of cataloguer
- 5) Include as keywords: DR number, date/year created, box # the negative was in, photographer's name, type of image (i.e. mug shot, crime scene, automobile collision, etc...),⁶⁶ cellulose nitrate, negative and Los Angeles Police Department
- 6) Separate each keyword with a semi-colon
- 7) Capitalize the first letter of each keyword
- 8) "Copyright Status" is always "Copyrighted" and the "Copyright Notice" belongs to the City of Los Angeles, Los Angeles Police Department

⁶⁶ This is a preliminary application of keywords and will make future cataloguing, when a database is decided upon, easier.

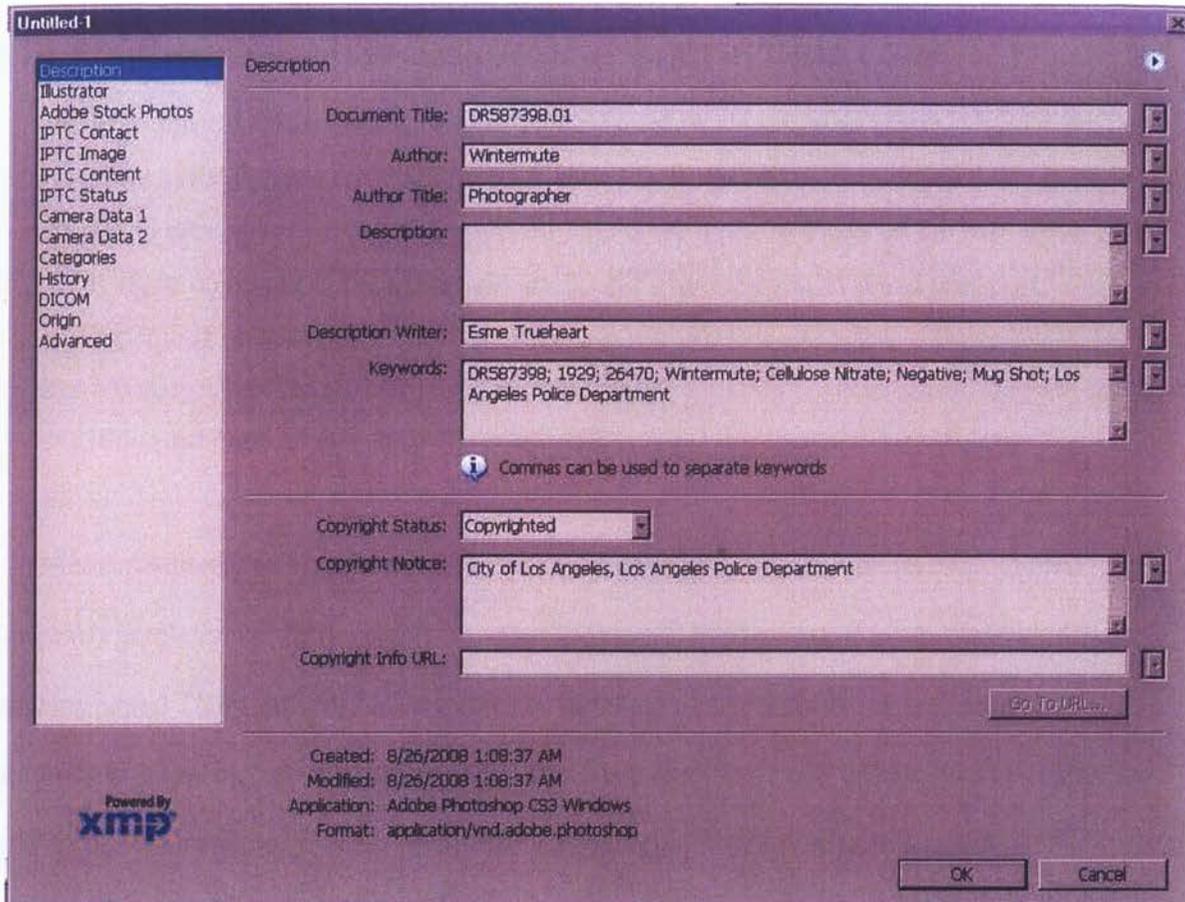


Figure 2. An example of how "File Info" is to be filled out

VIII. STORING AND MAINTAINING COMPLETED DIGITAL FILES

- 1) Master access files (uncompressed TIFFS) must be stored on an external hard drive that stays in the department's office and is added to at the end of every week.
- 2) JPEG derivatives of the uncompressed TIFFS are made and kept on the hard drive of the desktop computer in the office and on CD-Rs⁶⁷ for easy retrieval and transport, depending on uses.
- 3) All image files should be opened and reviewed every two years to ensure they are still fully readable.

Media maintenance is imperative because storage media and file formats evolve; their longevity is relative to the development of technology.⁶⁸ At this time, it is recommended that uncompressed TIFFs and JPEG derivatives be the two key file formats for they are the most ubiquitous. However, when a change in file formats occurs there will need to be a re-evaluation of the collection and conversion, if required, to guarantee files will remain readable.

⁶⁷ CD-Rs are a temporary storage option and inexpensive, and therefore perfect for transferring files and short-term storage.

⁶⁸ Grey, Tim, *Digital Photographer's Guide to Media Management* (New York: Sterling Publishing Co., Inc., 2006), 51.

IX. DISPOSING OF ORIGINAL NITRATE NEGATIVES

When negatives are ready to be destroyed contact:

Raymond Kwan, manager of the photographic services division of the Chief Legislative Analyst's Office

Todd Gaydowski, Records Management Officer of the City Clerk's Office

Loss of city files must be recorded by the Records Management Office.

The Health Hazardous Materials Division (Haz Mat) of the Los Angeles Fire Department handles proper disposal of cellulose nitrate negatives.

Appendix B

Appendix B is a preliminary inventory created by the author in February 2008. In this document is a list of the forty-five boxes that contain cellulose nitrate negatives. Each box has an entry that includes, reading from left to right: a thumbnail digital image of the box's interior, the individual box number, the contents of the box (whether the box contains cellulose nitrate or both cellulose nitrate and acetate film), the dates indicated on the label of the box, additional dates of material found in the box, and the negatives' physical condition. The entries are organized in numerical order from smallest to largest.

Appendix B

Interior of Box	Box #	Material	Label Dates	Additional Dates Found	Physical Condition
	05638	Nitrate	01/01/1925 - 12/31/1928	1929-1930	Presently stable
	05640	Nitrate	01/01/1929 - 12/31/1929	1930-1931	Presently stable
	05642	Nitrate and Acetate	01/01/1930 - 12/31/1930	1931, 1939, 1940s	Presently stable
	05646	Nitrate	01/01/1931 - 12/31/1931	1932	Presently stable



05648

Nitrate

01/01/1933 - 12/31/1933

1934

Presently stable



05652

Nitrate

01/01/1934 - 12/31/1935

Presently stable



05654

Nitrate

01/01/1934 - 12/31/1934

Presently stable



05656

Nitrate

01/01/1934 - 12/31/1938

Presently stable



05658

Nitrate and Acetate

01/01/1937 - 12/31/1938

Presently stable

	05662	Nitrate	01/01/1940 - 12/31/1940	1936-1938 (no 1940s)	Presently stable
	24362	Nitrate and Acetate	01/01/1935 - 12/31/1935	1930s-1950s	Presently stable
	24458	Nitrate and Acetate	01/01/1935 - 12/31/1935	1930s-1950s	Presently stable
	24460	Nitrate and Acetate	01/01/1935 - 12/31/1935	1930s-1950s	Presently stable
	24462	Nitrate and Acetate	01/01/1935 - 12/31/1935	1930s-1950s	Presently stable



25194

Nitrate and Acetate

01/01/1935 - 12/31/1935

1930s-1950s

Presently stable



25232

Nitrate and Acetate

01/01/1940 - 12/31/1940

1930s-1950s

Requires immediate attention -
stable and irrecoverable exist



25234

Nitrate and Acetate

01/01/1948 - 12/31/1948

1930s-1950s

Presently stable



25236

Nitrate and Acetate

01/01/1940 - 12/31/1940

1930s-1950s

Presently stable



25238

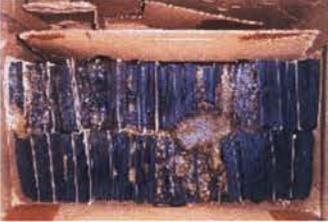
Nitrate and Acetate

01/01/1948 - 12/31/1948

1930s-1950s

Presently stable

	25240	Nitrate and Acetate	01/01/1948 - 12/31/1948	1930s-1950s	Presently stable
	25242	Nitrate and Acetate	01/01/1948 - 12/31/1948	1930s-1950s	Presently stable
	25244	Nitrate and Acetate	01/01/1948 - 12/31/1948	1930s-1950s	Requires immediate attention - stable and irrecoverable exist
	25246	Nitrate and Acetate	01/01/1948 - 12/31/1948	1930s-1950s	Presently stable
	25248	Nitrate and Acetate	01/01/1948 - 12/31/1948	1930s-1950s	Presently stable

	25250	Nitrate and Acetate	01/01/1935 - 12/31/1935	1930s-1950s	Presently stable
	25252	Nitrate and Acetate	01/01/1940 - 12/31/1940	1930s-1950s	Irrecoverable
	25564	Nitrate and Acetate	01/01/1935 - 12/31/1935	1930s-1950s	Presently stable
	26470(A)	Nitrate and Acetate	01/01/1949 - 12/31/1949		Presently stable
	26470(B)	Nitrate and Acetate	01/01/1949 - 12/31/1949		Irrecoverable

	26474(A)	Nitrate and Acetate	01/01/1949 - 12/31/1949	Requires immediate attention - stable and irrecoverable exist
	26474(B)	Nitrate	01/01/1949 - 12/31/1949	Irrecoverable
	26688	Nitrate	01/01/1940 - 12/31/1940	Irrecoverable
	26738	Nitrate and Acetate	01/01/1940 - 12/31/1940	Requires immediate attention - stable and irrecoverable exist
	26882	Nitrate and Acetate	01/01/1940 - 12/31/1940	Requires immediate attention - stable and irrecoverable exist



27090(A)

Nitrate

01/01/1932 - 12/31/1932

Irrecoverable



27090(B)

Nitrate and Acetate

01/01/1932 - 12/31/1932

1930s-1950s

Presently stable



36050

Nitrate and Acetate

01/01/1932 - 12/31/1934

1930s-1950s

Presently stable



36052

Nitrate and Acetate

01/01/1932 - 12/31/1939

1930s-1950s

Presently stable



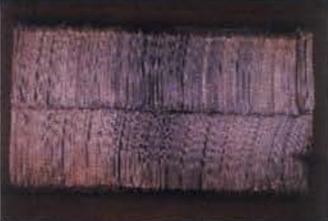
36054

Nitrate and Acetate

01/01/1939 - 12/31/1939

1930s-1950s

Presently stable

	36056	Nitrate and Acetate	01/01/1939 - 12/31/1939	1930s-1950s	Presently stable
	36058	Nitrate and Acetate	01/01/1939 - 12/31/1939	1930s-1950s	Presently stable
	36060	Nitrate and Acetate	01/01/1939 - 12/31/1939	1930s-1950s	Presently stable
	42112	Nitrate and Acetate		1920s-1950s	Presently stable
	12Gallon(A)	Nitrate and Acetate		1920s-1950s	Presently stable



12Gallon(B)

Nitrate and Acetate

1920s-1950s

Presently stable

Appendix C

Appendix C is an inventory created by the author in March 2008 and completed in May 2008. This document, like Appendix B, lists the forty-five boxes that contain cellulose nitrate negatives in numerical order. However, this later inventory contains additional information. Each box has an entire page that provides: the individual box number, a brief summary of contents (the DR number range of the negatives in the box), the contents of the box (whether the box contains cellulose nitrate or both cellulose nitrate and acetate films), the inclusive dates indicated on the box label, additional dates found, the approximate number of negatives, the physical condition of the negatives, supplementary notes, actions required if deteriorated negatives are present, and a digital image of the box's interior, taken by the author in February 2008.

Appendix C

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05638

Contents: Negatives—Crimes and Bookings, DR 202577 through DR 380053

Medium: Nitrate

Dates: 01/01/1925— 12/31/1928

Additional dates found: 1929, 1930

Approximate # of images: 593 negatives, 1049 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05640

Contents: Negatives—Crimes and Bookings, DR 380738 through DR 569865

Medium: Nitrate

Dates: 01/01/1929— 12/31/1929

Additional dates found: 1930, 1931

Approximate # of images: 1044 negatives, 399 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05642

Contents: Negatives—Crimes and Bookings, DR A522921 through DR A543639

Medium: Nitrate and acetate

Dates: 01/01/1930— 12/31/1930

Additional dates found: 1931, 1939, 1940s

Approximate # of images: 19 negatives, 8 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05646

Contents: Negatives—Crimes and Bookings, DR 569868 through DR 764436

Medium: Nitrate

Dates: 01/01/1931— 12/31/1931

Additional dates found: 1932

Approximate # of images: 866 negatives, 554 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05648

Contents: Negatives—Crimes and Bookings, DR 765324 through DR 923446

Medium: Nitrate

Dates: 01/01/1933— 12/31/1933

Additional dates found: 1934

Approximate # of images: Average of— 834 negatives, 667 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05652

Contents: Negatives—Crimes and Bookings, DR A448 through DR A82372

Medium: Nitrate

Dates: 01/01/1934— 12/31/1935

Additional dates found: N/A

Approximate # of images: Average of— 834 negatives, 667 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05654

Contents: Negatives—Crimes and Bookings, DR 464305 through DR A522643

Medium: Nitrate

Dates: 01/01/1934— 12/31/1934

Additional dates found: N/A

Approximate # of images: Average of—834 negatives, 667 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05656

Contents: Negatives—Crimes and Bookings, DR A82372 through DR A174550

Medium: Nitrate

Dates: 01/01/1934— 12/31/1938

Additional dates found: N/A

Approximate # of images: Average of—834 negatives, 667 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05658

Contents: Negatives—Crimes and Bookings, DR A289825 through DR A388872

Medium: Nitrate and Acetate

Dates: 01/01/1937— 12/31/1938

Additional dates found: N/A

Approximate # of images: 357 negatives, 310 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #05662

Contents: Negatives—Crimes and Bookings, DR A174725 through DR A281502

Medium: Nitrate

Dates: 01/01/1940— 12/31/1940

Additional dates found: 1936-1938 (no 1940s)

Approximate # of images: Average of— 834 negatives, 667 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #24362

Contents: Negatives—Crimes and Bookings, LA 32292M2 through 32476M14
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1935— 12/31/1935

Additional dates found: 1930s-1950s

Approximate # of images: 994 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1937

Records of Los Angeles Police Department / Scientific Investigation Division

Box #24458

Contents: Negatives—Crimes and Bookings, LA 31800 through LA 31987M3
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1935— 12/31/1935

Additional dates found: 1930s-1950s

Approximate # of images: 2600 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1936

Records of Los Angeles Police Department / Scientific Investigation Division

Box #24460

Contents: Negatives—Crimes and Bookings, LA 32083M10 through 32109M14
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1935— 12/31/1935

Additional dates found: 1930s-1950s

Approximate # of images: 2550 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1936 and 1937

Records of Los Angeles Police Department / Scientific Investigation Division

Box #24462

Contents: Negatives—Crimes and Bookings, LA 32109M15 through 32279M13
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1935— 12/31/1935

Additional dates found: 1930s-1950s

Approximate # of images: 1350 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1937

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25194

Contents: Negatives—Crimes and Bookings, LA 31385M1 through LA 31592M1
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1935— 12/31/1935

Additional dates found: 1930s-1950s

Approximate # of images: 2800 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1935

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25232

Contents: Negatives—Crimes and Bookings, LA 29153M1 through LA 29459M15
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1940— 12/31/1940

Additional dates found: 1930s-1950s

Approximate # of images: 3400 negatives



Physical Condition: Stable and irrecoverable negatives exist

Action required: Immediate attention—irrecoverable negatives need to be removed from the box

Notes: Three sections of irrecoverable negatives were removed on May 7, 2008. These negatives became adhered together due to advanced deterioration.

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25234

Contents: Negatives—Crimes and Bookings, LA 29460M1 through LA 29649M25

These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of— 2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25236

Contents: Negatives—Crimes and Bookings, LA 29650M1 through LA 29797M24

These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25238

Contents: Negatives—Crimes and Bookings, LA 29798M1 through LA 29969M6
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25240

Contents: Negatives—Crimes and Bookings, LA 29970M1 through LA 30165M16
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25242

Contents: Negatives—Crimes and Bookings, LA 30169M12 through LA 30375M11
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25244

Contents: Negatives—Crimes and Bookings, LA 30375M12 through LA 30568M15
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Severely deteriorated cellulose acetate film

Action required: Remove deteriorated film

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25246

Contents: Negatives—Crimes and Bookings, LA 30569M1 through LA 30988M6
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25248

Contents: Negatives—Crimes and Bookings, LA 30988M8 through LA 31186M15

These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1948— 12/31/1948

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25250

Contents: Negatives—Crimes and Bookings, LA 31187M1 through LA 31384M15

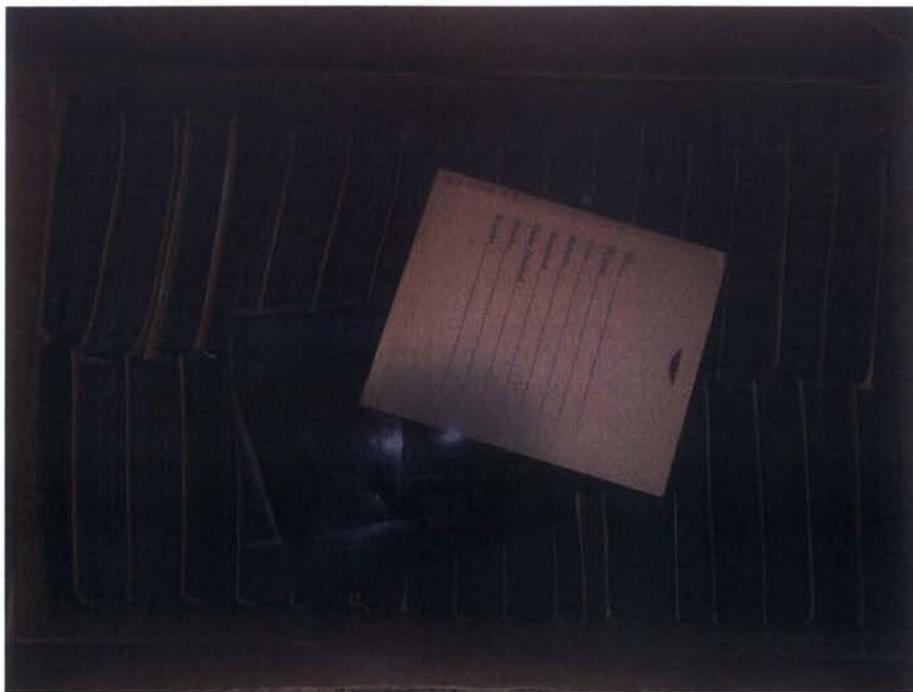
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1935— 12/31/1935

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25252

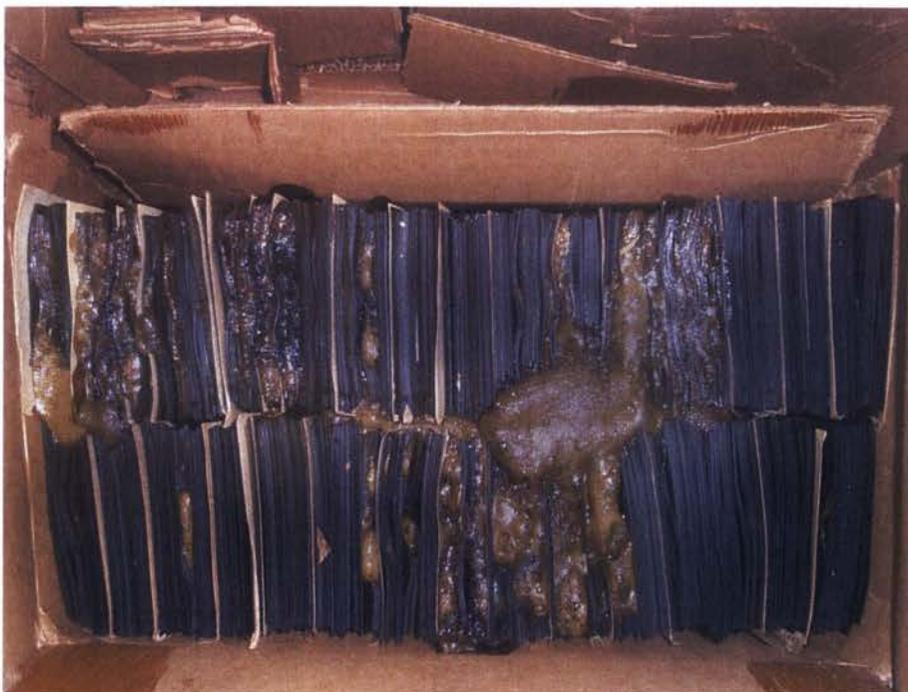
Contents: Negatives—Crimes and Bookings, LA 26647M1 through LA 27302M8
These Boxes Also Include Homicide Negatives

Medium: Nitrate (perhaps Acetate)

Dates: 01/01/1940— 12/31/1940

Additional dates found: pre-1939

Approximate # of images: Indiscernible



Physical Condition: Irrecoverable

Action required: Dispose immediately

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #25564

Contents: Negatives—Crimes and Bookings, LA 31592M1 through LA 31799M15
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1935— 12/31/1935

Additional dates found: 1930s-1950s

Approximate # of images: Average of—2282 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #26470(A)

Contents: Negatives—Crimes and Bookings, LA 1884W33 through 3438W50; 21332A through 22347A: These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1949— 12/31/1949

Additional dates found:

Approximate # of images: 125 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #26470(B)

Contents: Negatives—Crimes and Bookings, LA 1884W33 through 3438W50; 21332A through 22347A: These Boxes Also Include Homicide Negatives

Medium: Nitrate (perhaps Acetate)

Dates: 01/01/1949— 12/31/1949

Additional dates found:

Approximate # of images: Indiscernible



Physical Condition: Irrecoverable

Action required: Dispose immediately

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #26474(A)

Contents: Negatives—Crimes and Bookings, LA 14098A through 21331A

These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1949— 12/31/1949

Additional dates found: pre-1939

Approximate # of images: 26 negatives



Physical Condition: Stable and irrecoverable negatives exist

Action required: Immediate attention—irrecoverable negatives need to be removed from the box

Notes: Irrecoverable negatives were removed on May 7, 2008. These negatives became adhered together due to advanced deterioration.

Records of Los Angeles Police Department / Scientific Investigation Division

Box #26474(B)

Contents: Negatives—Crimes and Bookings, LA 14098A through 21331A
These Boxes Also Include Homicide Negatives

Medium: Nitrate (perhaps Acetate)

Dates: 01/01/1949— 12/31/1949

Additional dates found: pre-1939

Approximate # of images: Indiscernible



Physical Condition: Irrecoverable

Action required: Dispose immediately

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #26688

Contents: Negatives—Crimes and Bookings, LA 25755M1 through LA 26646M5
These Boxes Also Include Homicide Negatives

Medium: Nitrate (perhaps Acetate)

Dates: 01/01/1940— 12/31/1940

Additional dates found: pre-1939

Approximate # of images: Indiscernible



Physical Condition: Irrecoverable

Action required: Dispose immediately

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #26738

Contents: Negatives—Crimes and Bookings, LA 24686M1 through LA 25753M2
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1940— 12/31/1940

Additional dates found: pre-1939

Approximate # of images: Average of—2282 negatives



Physical Condition: Stable and irrecoverable negatives exist

Action required: Immediate attention—irrecoverable negatives need to be removed from the
box

Notes: One section of irrecoverable negatives were removed on May 7, 2008. These negatives became adhered together due to advanced deterioration.

Records of Los Angeles Police Department / Scientific Investigation Division

Box #26882

Contents: Negatives—Crimes and Bookings, LA 24038M1 through LA 24685M2

These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1940— 12/31/1940

Additional dates found: pre-1939

Approximate # of images: Average of—2282 negatives



Physical Condition: Stable and irrecoverable negatives exist

Action required: Immediate attention—irrecoverable negatives need to be removed from the box

Notes: Three sections of irrecoverable negatives were removed on May 7, 2008. These negatives became adhered together due to advanced deterioration.

Records of Los Angeles Police Department / Scientific Investigation Division

Box #27090(A)

Contents: Negatives—Crimes and Bookings, LA 100-B through LA 1391-B
These Boxes Also Include Homicide Negatives

Medium: Nitrate

Dates: 01/01/1932— 12/31/1932

Additional dates found:

Approximate # of images: Indiscernible



Physical Condition: Irrecoverable

Action required: Dispose immediately

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #27090(B)

Contents: Negatives—Crimes and Bookings, LA 100-B through LA 1391-B
These Boxes Also Include Homicide Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1932— 12/31/1932

Additional dates found: 1930s-1950s

Approximate # of images: Average of— 834 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #36050

Contents: Negatives—Crimes and Bookings, Mugs: LA 30000 through LA 31162

These Boxes Contain LA Mug Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1932— 12/31/1934

Additional dates found: 1930s-1950s

Approximate # of images: 776 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1932 to 1934

Records of Los Angeles Police Department / Scientific Investigation Division

Box #36052

Contents: Negatives—Crimes and Bookings, Mugs: LA 31163 through LA 33352

These Boxes Contain LA Mug Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1932— 12/31/1939

Additional dates found: 1930s-1950s

Approximate # of images: 554 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1935, 1936 and 1939

Records of Los Angeles Police Department / Scientific Investigation Division

Box #36054

Contents: Negatives—Crimes and Bookings, Mugs: LA 33353 through LA 34463

These Boxes Contain LA Mug Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1939— 12/31/1939

Additional dates found: 1930s-1950s

Approximate # of images: 689 negatives



Physical Condition: Presently stable

Action required:

Notes: Majority are mug shots from 1939

Records of Los Angeles Police Department / Scientific Investigation Division

Box #36056

Contents: Negatives—Crimes and Bookings, Mugs: LA 34464 through LA 35518

These Boxes Contain LA Mug Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1939— 12/31/1939

Additional dates found: 1930s-1950s

Approximate # of images: Average of— 673 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #36058

Contents: Negatives—Crimes and Bookings, Mugs: LA 35518 through LA 36610
These Boxes Contain LA Mug Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1939— 12/31/1939

Additional dates found: 1930s-1950s

Approximate # of images: Average of— 673 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #36060

Contents: Negatives—Crimes and Bookings, Mugs: LA 36611 through LA 37656

These Boxes Contain LA Mug Negatives

Medium: Nitrate and Acetate

Dates: 01/01/1939— 12/31/1939

Additional dates found: 1930s-1950s

Approximate # of images: Average of— 673 negatives



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #[42112]

Contents: Negatives—Crimes and Bookings

Medium: Nitrate and Acetate

Dates: N/A

Additional dates found: 1920s-1950s

Approximate # of images: 202 negatives, 92 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #[12Gallon(A)]

Contents: Negatives—Crimes and Bookings

Medium: Nitrate and Acetate

Dates: N/A

Additional dates found: 1920s-1950s

Approximate # of images: 833 negatives, 85 prints



Physical Condition: Presently stable

Action required:

Notes:

Records of Los Angeles Police Department / Scientific Investigation Division

Box #[12Gallon(B)]

Contents: Negatives—Crimes and Bookings

Medium: Nitrate and Acetate

Dates: N/A

Additional dates found: 1920s-1950s

Approximate # of images: 1246 negatives, 181 prints



Physical Condition: Presently stable

Action required:

Notes:

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