



OFFICIAL TEXAS HISTORICAL MARKER WEBINAR



Role of CHCs & Marker Chairs

Overview of Historical Markers Program

- History of state markers
- Types of historical markers
 - RTHLs*
 - HTCs*
 - Subject markers*
 - Centennial markers*
- Regular application process
- Undertold application process



What is the Official Texas Historical Marker Program?



- 1890s – first state markers placed
- 1936 – Texas Centennial with over 1,100 markers and monuments placed in TX
- 1962 – State marker program with aluminum markers began
- 2000s – Texas has more than 16,000 historical markers!
- If you have a question about a marker (even if it doesn't look like a THC marker), call or email us!



Marker types

• Recorded Texas Historic Landmark (RTHL) Markers



- Buildings and structures only
- Legal designation
- Application also requires photos, plans and notarized owner consent
- THC review of exterior work
- May qualify for economic incentives
- THC architectural assistance
- Tag line at the bottom of marker

<http://www.thc.texas.gov/preserve/projects-and-programs/recorded-texas-historic-landmarks>



Marker types

• Historic Texas Cemetery (HTC) Markers



- HTC designation is a prerequisite
- Designation associated with marker
- Different seal
- Tag line at bottom of marker
- Some cemeteries have subject marker (pre-1998) and may apply for HTC medallion only

<http://www.thc.texas.gov/preserve/projects-and-programs/cemetery-preservation>

! Marker types

• Subject Markers



- Not associated with a designation
- Individuals, events, communities, church congregations, sites, institutions and more
- Educational tool

! Marker types

• 1936 Centennial Markers



- Around 1,000 were placed by the State to commemorate Texas Independence
- Topics include individuals, events, battle sites, counties, homesteads and more
- Some are in disrepair
- Current effort to restore Centennial markers

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/1936-texas-centennial-markers>



Regular Marker Program

- THC accepts marker applications once a year in the fall (Sept. 1 – Nov. 15)
- Application requirements:
 - Application
 - Property owner consent & signature
 - Proof of ownership (must match consent)
 - 5-page narrative history w/citations
 - not required for HTC name & date plaques
 - RTHL supplemental information

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker>



Regular Marker Program

Important Facts:

- Year-long process
- Applications accepted each fall
 - *September 1 – November 15*
- Contact your County Historical Commission (CHC)! They must approve and send the application to THC
- Cemeteries must go through Historic Texas Cemetery (HTC) designation process first
- Property owner consent & proof of ownership is required for all markers (except those on TxDOT ROW)





Undertold/Marker Application Funds Program

- Intended to address historical or geographical gaps in marker program
- Applications accepted May 1 – June 15
- CHC authorization is not required at the application stage but is encouraged
- Funded topics receive a FREE 27" x 42" marker or the equivalent in historical research
- Check the THC website marker page:
<http://www.thc.state.tx.us/preserve/projects-and-programs/state-historical-markers/undertold-markers>



Undertold v. Regular Program

Undertold Program

- Accepted May 1 – June 15, annually
- 2-page application required
- 250-word narrative and 3 sources required
- Cost: free, if accepted
- CHC does not need to approve (although it is recommended that they are consulted)

Regular Program

- Accepted Sept. 1 – Nov. 15, annually
- 6-page application required
- 5-page minimum, documented narrative required + supplemental
- Cost: \$750 - \$1900
- CHC must review and send the application to THC

* The main three types of markers (RTHL, HTC, subject) are used for both programs *

Role of a Marker Chair

- Understand Historical Markers Program policies, procedures, process, forms
- Marker Chair description
 - What is a Marker Chair?
 - Level 1 – communication, assist the public
 - Level 2 – training, inventory, initiate applications
 - Level 3 – promotional materials, county projects



What is a Marker Chair?

CHC Chairs/Marker Chairs should read and understand:

- THC Marker policies
- THC Marker procedures
 - Marker process
- Applications and forms
- Local CHC procedures
- Marker scoring guidelines
 - Marker style guide

Marker Policies and Procedures

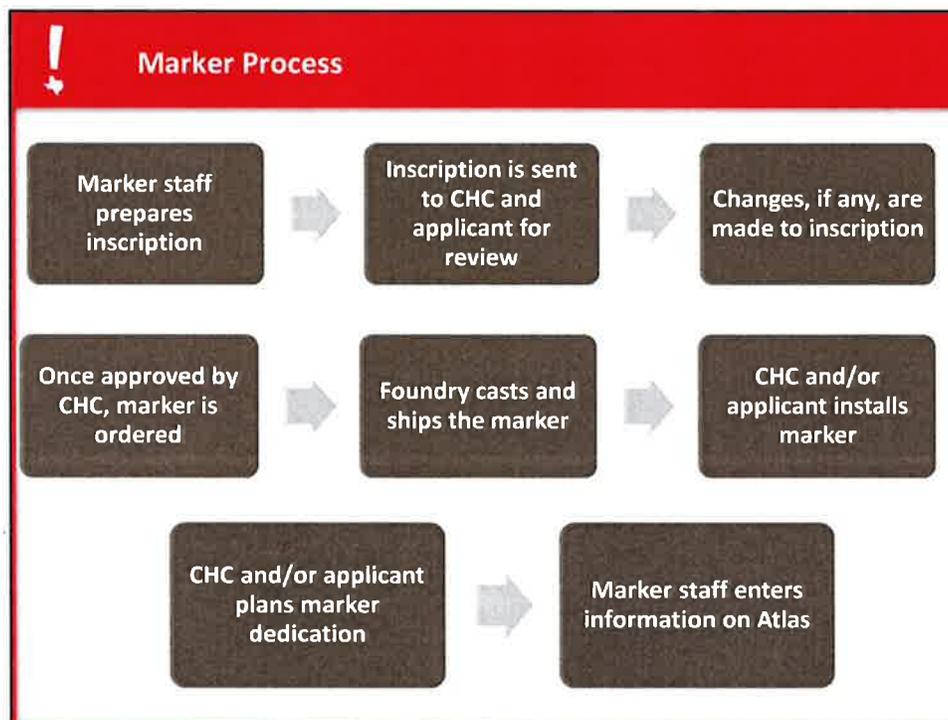
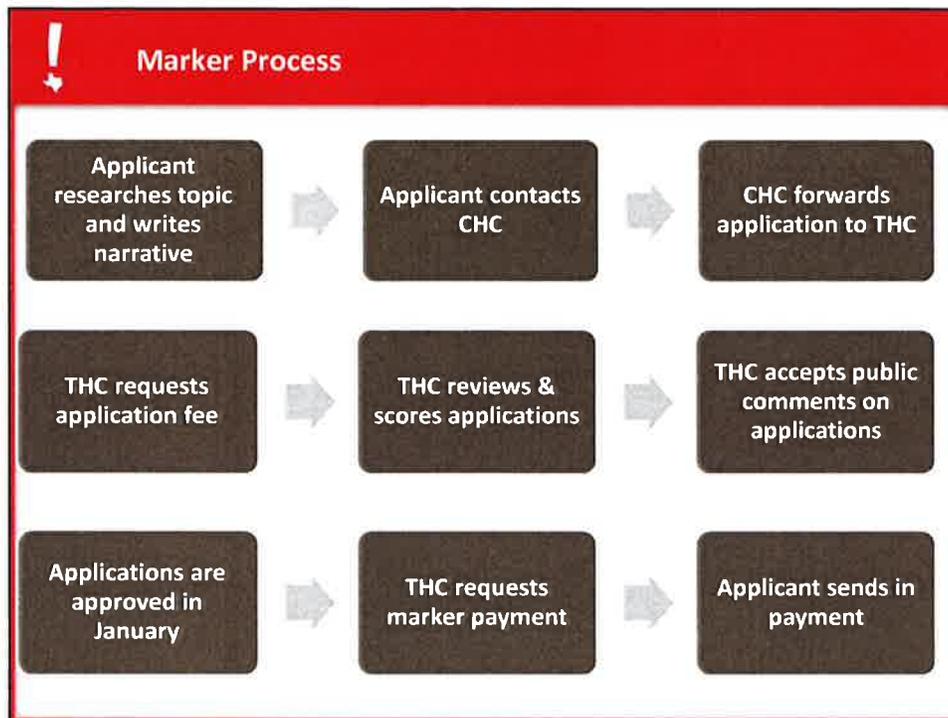
<p>Policies cover:</p> <ul style="list-style-type: none"> • Marker authority • Marker disputes • Appeals of action or inaction • Marker placement • Accessibility • Deadlines • Funding • and more 	<p>Procedures cover:</p> <ul style="list-style-type: none"> • Subject marker requirements & criteria • RTHL requirements & criteria • HTC requirements & criteria • Application procedures
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<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker>

Marker Process

1. Applicant researches the topic, writes the history, gathers photos and maps, and fills out the application form.
2. Applicant submits application and documentation to county historical commission (CHC) for review and approval.
3. CHC forwards application to Texas Historical Commission (THC).
4. THC reviews application; additional information and/or clarification may be requested.
5. THC requests application fee and property ownership approval.
6. THC accepts public comment on application received.
7. THC approves application, if eligible, and requests payment.
8. Applicant forwards payment to THC.
9. THC prepares draft inscription and submits it to applicant and CHC for review.
10. THC sends final approved inscription to foundry for casting.
11. Foundry ships completed markers to designated address.
12. Applicant and CHC plan on-site dedication ceremony.
13. THC staff enters markers into the Texas Historical Sites Atlas, including inventory of markers and location and descriptions (http://atlas.thc.state.tx.us).

<http://www.thc.texas.gov/public/upload/publications/Marker%20application%20process.pdf>



Application Form (coversheet for CHC/Marker Chair)

TEXAS HISTORICAL COMMISSION
SUBJECT MARKERS
2016 Official Texas Historical Marker
COVER SHEET

Complete this form and send to markerapplications@thc.state.tx.us
Valid September 1, 2017 to November 30, 2017 only

APPROVAL BY COMMISSION HISTORICAL COMMITTEE (required)
As chair or fully appointed member, I certify the following:
 The topic qualifies for an Official Texas Historical Marker according to marker policies on the THC website. Representatives of the CHC have read or reviewed the potential marker program and historical literature program subject to review on the THC website. The application has been filed for review. The marker location and documentation have been reviewed for accuracy.

CHC comment or comment about the application (required)
Name of CHC contact (last, first, middle): _____
 Mailing address: _____ City, State, Zip: _____
 Daytime phone: _____ Email address: _____

CHECKLIST APPROVAL (required)

The topic meets age requirements:
 • Marker topics must date back at least 50 years.
 • Historic events must be dated after 1845.
 • Individuals of historic significance may be marked if nominated in marker year if they have been deceased 10 years.

The topic is eligible for a subject marker according to marker policies.

Permission of various property owners for marker placement has been obtained (page 6 unless necessary, will be placed on TxDOT signpost only).

Sponsor Name: _____ Date: _____

NOTE: Successful applications will be returned to the CHC Chair or Marker Chair.

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CHCs complete this section. Please include whether the CHC supports the application and why.

Marker Scoring Guidelines

TEXAS HISTORICAL COMMISSION
HISTORICAL MARKER APPLICATION
EVALUATION PROCEDURES
(Pursuant to the Texas Administrative Code, Title 13, Part 2, Chapter 23, Subchapter B, Rule 23.14, effective August 26, 2003 and amended May 05, 2009)

1. Age - 5 per. max.
 - Topic must qualify for the THCH. Significant and marker must be at least 50 years old. Older markers may be marked additional single 10-year event since be at least 30 years old and historic marker must be at least 10 years.
2. Historical significance /Architectural significance - 20 per. max.
 - Architectural significance must be at least 10 years old. Significant for the THCH. Significant. It must have an impact significant historical, scientific, and other non-substantive programs. Through documented significance to the larger community. Significant historical individuals significant for outstanding examples of architecture, historic design, historic architecture, or other non-substantive programs. In all cases, eligible architectural programs must display significant that in the marker should be at a good time of repair, maintain an appropriate level of significance and be considered as a primary source of information. Architectural significance is often not determined by the existence of the program in marker systems, including program. Add change over the time should be appropriate with regard to the need for repair or replacement with appropriate program. e.g. the history of the former President of the Republic.
3. State of repair - 10 per. max.
 - Structure not considered by the marker must be in a good state of repair or not eligible for the THCH. Significant. The commission or state has the right to make that determination either in significant for THCH. marker. Subject marker topic placed in the appropriate list. The subject is subject to be documented and submitted by the public assuming a high degree of accuracy.
4. Diversity of topic for marker program - 10 per. max.
 - This criterion addresses the extent to which topic relates to an area of Texas history that has not been well represented for the marker program.
5. Value of topic as a historical or untold aspect of Texas history - 15 per. max.
 - This criterion addresses the extent to which topic addresses untold aspects of Texas history and answers the diversity of history and culture represented through the marker program.
6. Endangerment level of program, or its value - 10 per. max.
 - This criterion addresses the extent to which the program THCH. add or carry on as a danger of being lost or in the past and significant but not addressed through the marker program.
7. Available documentation and resources - 10 per. max.
 - This criterion addresses the quality and volume of the research and documentation for the program.
8. Diversity among the group of markers - 10 per. max.
 - This criterion addresses the extent to which topic represents an untold story of Texas history using the application review design that the marker chair.
9. Reference to other marker programs - 5 per. max.
 - This criterion addresses the extent to which the topic coordinates with other significant programs and markers of the agency.
11. Reference to the marker program - 15 per. max.
 - This criterion addresses the extent to which the topic coordinates with the marker program set by the Commission each year (marker or year).

- Age
- Significance (historical and/or architectural)
- Integrity/state of repair
- Diversity of topic in the marker program
- Diversity among this group
- Undertold or untold aspect of history
- Endangerment level
- Documentation and resources
- Relevance to other THC programs
- Relevance to current thematic priorities



Marker Style Guide

- **Commas before qualifiers:**
Use commas to set off information that qualifies or describes the previous word.
EX: Jim Smith, the bank president, moved away in 1923.
EX: The property belonged to Jim Smith, who later sold the property to his son.
- **Commas in a series:**
Don't use the last comma in a series unless there is an additional "and" in the phrase.
EX: The town included a cotton gin, school and church.
EX: The town included a cotton gin, block and tackle factory, and a church.
- **Introductory Clauses:**
Set off introductory clauses with a comma.
EX: In 1910, the first settlers began arriving in the community.
EX: During World War II, Texas became an industrial power.
- **Lists of names:**
The listing of names in marker texts should be avoided in lieu of historical text. In general, if the list of individuals is brief (2-6 names), relevant and inclusive, such names can be included if the space permits. Allowable lists would include institutional trustees, charter members, original land donors, etc.
- **Women's names:**
Women's given names must be used, where known. Additional research may be necessary to find that information, but it is strongly preferred. Avoid using the husband's name as the woman's name.
EX: (acceptable) Priscilla (Smith) Jones or Priscilla Ann Smith Jones
EX: (unacceptable) Mrs. Joseph Jones



What is a Marker Chair?

The CHC Chair or an appointed Marker Chair serves as the sole liaison with the THC throughout the marker process, from the initial email submission to the review and approval of the inscription. This includes, but is not limited to:

- Understand all marker documents (policies, procedures, forms, tools)
- Familiar with THC website
- Familiar with local CHC procedures
- Serve as liaison between THC and sponsors/public (This includes forwarding emails to sponsors)
- Communicate with potential sponsors
- Work with sponsors to develop application
- Respond to THC inquiries on behalf of sponsors and CHC
- Review applications for accuracy
- Verify documentation
- Submit applications on behalf of sponsors
- Review marker inscriptions for accuracy
- Notify THC of relocations, replacements, missing markers, etc.



Marker Chair – Level 1

- Communicate and assist the public with inquiries and applications (includes new, Undertold, replacement, relocations, supplemental).
- Respond to THC inquiries on behalf of the CHC and/or sponsors.
- Forward correspondence to CHC and/or sponsors.
- Review applications for accuracy and forward to THC.
- Verify documentation, where feasible, to ensure accuracy.
- Review marker inscriptions for accuracy.



Marker Chair – Level 2

- Survey/Inventory RTHL, HTC and subject markers in your county.
- Initiate applications to address gaps in county history.
- Participate in THC Marker Program training opportunities.
- Initiate training opportunities in your county and region.
- Notify THC of dedications to post on THC web calendar.
- Communicate with THC marker staff with concerns, questions or suggestions for the program.



Suggestions for Marker Chairs

- Cultivate professional relationships and partnerships**
- Working with the public**
 - CHCs and Marker Chairs represent the county and it's resources*
- Working with the media**
 - If possible, designate a media spokesperson for the CHC or contact THC*
- Contact THC**
 - If you have a question or don't know all the facts, call or email THC*
 - Please be patient*
- Have fun with history and encourage others to do the same!**

Resources for CHCs & Marker Chairs

- Replacement & supplemental markers
- Relocation requests
- Refinishing information
- Toolkit
- Tool box
- Marker Research Guides
- Helpful websites, etc.
- Who to contact



Replacements and supplemental plaques

Replacement Markers

- Updated narrative may be required
- Current marker policies apply
- May submit any time of the year

Supplemental plaques

- May submit at any time
- Include suggested wording on application

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/information-existing-markers>



Relocating historical markers

Need to relocate a marker?

- Form is on website or by request
- CHC approval required
- Include photo & map of existing and proposed location

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/information-existing-markers>

! Refinishing historical markers

- Detailed instructions are on website or by request, including a video
- Discuss with CHC
- Send before & after photo to CHC and THC




<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/refinishing-official-texas-historical>

! Tools available on THC website

How to Apply for a Historical Marker

The Texas Historical Commission (THC) funds official marker applications each year. The 2016-2017 funding cycle is closed and applications for the 2017-2018 cycle will be accepted from September 1 to November 15, 2017. For more information, visit www.thc.texas.gov.

How to Apply for a Historical Marker

There are three major steps to complete a THC historical marker application:

- 1. Make contact**

The first step in the process is to contact the [Texas Historical Commission](http://www.thc.texas.gov) (THC) in your area. The area office will provide you with the application form and information on the application process. Once you have received the application form, you should fill it out and submit it to the THC. The THC will review your application and determine if it meets the criteria for funding. If your application is approved, you will receive a grant to fund the marker. The marker will be installed in your area.

PLEASE KEEP IN MIND

- The marker process is a long-term project.
- Property owners should be notified of the process.
- The marker process is a long-term project.
- The marker process is a long-term project.

we suggest sending completed applications to the CHC no later than August 15 to allow time for the review process.

In order to apply for a marker, you must be a resident of the county in which the marker will be placed. Property owners cannot be applied for the marker.

HOW TO USE CENSUS RECORDS

HOW TO FIND AN ANCESTRY RECORD

HOW TO LOOK UP CENSUS RECORDS BY HAND

HOW TO LOOK UP CENSUS RECORDS BY INTERNET

HOW TO FIND A PLACENAME RECORD USING THE PLACENAME SYSTEM

Marker Tool-kit

<http://www.thc.texas.gov/MarkerToolkit>

Marker Toolbox

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/apply-historical-marker/marker-toolbox>

! **THC Marker staff**

Who to contact?

General inquiries about the Marker Program, status updates, payments, file requests, replacement requests, etc. **Lynnette Cen**
512-463-6063
lynnette.cen@thc.texas.gov

Marker inscriptions in process (revisions), training (workshop and webinars), web site calendar entries, relocation requests, etc. **Sarah McCleskey**
512-463-4149
sarah.mccleskey@thc.texas.gov

Media calls, specific research inquiries, Atlas updates, relocation requests, etc. **Bob Brinkman**
512-463-8769
bob.brinkman@thc.texas.gov

markers@thc.texas.gov

! **THC marker staff**

Bob Brinkman
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512/463-6063
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OFFICIAL TEXAS HISTORICAL MARKERS

The Texas Historical Commission's (THC) Official Texas Historical Marker Program commemorates diverse topics from the history and architecture of houses, commercial and public buildings, religious congregations, and events that changed the course of local and state history, to individuals who have made lasting contributions to our state, community organizations, businesses, military sites, and many more.

What We Do

Official Texas Historical Markers provide Texans and travelers tangible links to the past. A vital part of the state's heritage tourism efforts, markers convey stories of local, regional, state, and national history. More than 15,000 historical markers dot the Texas landscape, many with the Recorded Texas Historic Landmark designation, the highest honor the state bestows on historic properties for architectural and historical significance. The other types of historical markers are Historic Texas Cemetery markers for historic graveyards and subject markers, which interpret a wide variety of topics throughout Texas. Staff members work with property owners, county historical commissions (CHC), and other preservation organizations to place historical markers all across the state.

Requirements

Age, significance, and architectural requirements govern the eligibility of topics and sites when applying for either a subject marker, Historic Texas Cemetery marker, or a Recorded Texas Historic Landmark marker. Applications must be submitted to the CHC for review and approval. Each new and replacement historical marker includes a \$100 application fee that funds special markers to address historical gaps, promote diversity of topics, and proactively document untold stories of our state.



Settlement Community marker in Galveston County

Types of Markers

Recorded Texas Historic Landmarks (RTHLs) are properties judged to be historically and architecturally significant. The THC awards RTHL designation to buildings at least 50 years old that are judged worthy of preservation for their architectural and historical associations.

RTHL is a legal designation and comes with a measure of protection; it is the highest honor the state can bestow on a historic structure. Purchase and display of a historical marker is a required component of the RTHL designation process. Owners of RTHL-designated structures must give the THC 60 days notice before any alterations are made to the exterior of the structure. Unsympathetic changes to these properties may result in removal of the designation and historical marker. To nominate a property, the owner's consent is required.

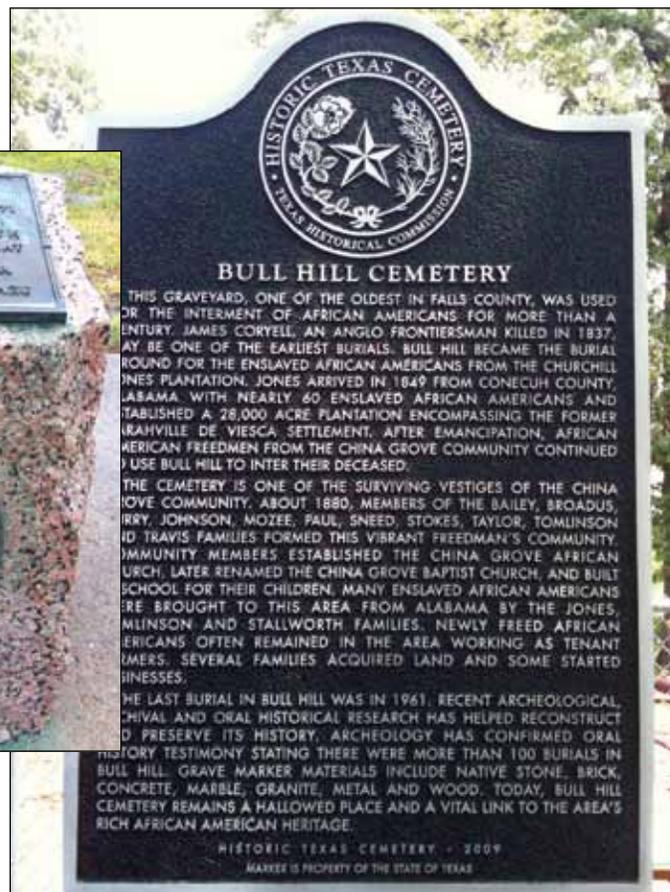
Historic Texas Cemetery (HTC) markers are only for burial grounds previously awarded a HTC designation. These markers recognize the historical significance of a cemetery and, with the use of interpretive plaques, provide background on associated communities, families, events, and customs. HTC markers must be placed at the cemetery, but since cemeteries are protected under other existing laws, they convey no restrictions on the property.

Subject markers are solely educational, and reveal aspects of local history that are important to a community or region. These markers honor topics such as church congregations, schools, communities, businesses, events, and individuals. A subject marker is placed at a site that has a historical association with the topic, but no restriction is placed on the use of the property or site. No legal designation is required for a subject marker.

Centennial markers were placed in nearly every Texas county in 1936 to commemorate the 100th anniversary of Texas' independence from Mexico. The State of Texas placed about 1,100 exposition buildings, memorial museums, statues, and granite and bronze markers and monuments around the state. The THC, created in 1953, monitors the 1936 Centennial markers and coordinates their repair or relocation when necessary.

More Information

Additional information about the Official Texas Historical Marker program, forms, research guides, and tools can be found at:
www.thc.state.tx.us/markerdesigs/madmark.shtml.



Left: Aransas County centennial marker; right: Bull Hill Cemetery marker in Falls County

How to Reach Us

Staff members are available to answer questions and provide marker assistance. Please contact us at:
 Phone: 512.463.5853
 Fax: 512.463.5750
 Email: history@thc.texas.gov



TEXAS HISTORICAL COMMISSION
real places telling real stories

P.O. BOX 12276 • AUSTIN, TX 78711-2276
 PHONE 512.463.6100 • FAX 512.475.4872
www.thc.texas.gov

TEXAS HISTORICAL COMMISSION

Call for Undertold Marker Applications

Are you interested in a **FREE** historical marker?

We want to hear from you!

From May 1 to June 15, the Texas Historical Commission (THC) will accept nominations for qualified topics for the marker application fund.

The criteria for judging candidates include:

- ability of the topic to address gaps in the THC historical marker program
- value of the topic as an undertold or untold aspect of Texas history
- endangerment level of property, site or topic, and the contribution of a marker toward its preservation
- historical or architectural significance
- historical or architectural integrity
- relevance to the statewide preservation plan and other THC programs
- potential CHC assistance and availability of existing documentation
- diversity among the group of candidates



Rube Foster, Robertson County



Cologne Community, Goliad County

Through the marker application fund, the THC can:

- pay for a marker for an underrepresented topic which meets documentation requirements, when financial assistance is not readily available
- share the cost of a marker with a County Historical Commission or other interested party
- conduct a site visit to research and document a qualified historic property or topic
- hire a professional historian to complete local research for one site or a thematic study

Visit www.thc.state.tx.us and search for Undertold markers for the application.

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc@thc.state.tx.us



TEXAS HISTORICAL COMMISSION
real places telling real stories

www.thc.state.tx.us

TEXAS HISTORICAL COMMISSION

OFFICIAL TEXAS HISTORICAL MARKER POLICIES

Adopted by the Texas Historical Commission January 27, 2012

Official Texas Historical Markers are those markers and plaques the Texas Historical Commission (THC) awards, approves or administers. They include Centennial markers the State of Texas awarded in the 1930s; Civil War Centennial markers from the 1960s; and medallions and markers awarded by the THC's predecessor, the Texas State Historical Survey Committee.

1. **THC authority over historical markers:** Official Texas Historical Markers are the property of the State of Texas. The Texas Historical Commission (THC) is the final determinant of all matters related to design, eligibility, content, manufacturing, placement or replacement, and compliance oversight. The markers may, at the sole discretion of the THC, be recalled for any reason it so determines, including inaccuracies or non-compliance with rules and policies. THC authority over historical markers in Texas is further described in Texas Government Code, Section 442.006.
2. **Marker sponsor:** The sponsor of an Official Texas Historical Marker is the individual or group that pays for a portion of the marker process in partnership with the THC. In general, the THC funds the costs associated with statewide program development and oversight, product design and inscriptions, quality review and all procedural matters. Sponsors, in turn, help defray the cost of manufacturing through their associated fees.
3. **Role of the County Historical Commission (CHC):** The CHC is the sole liaison to the THC for all matters related to the marker application process. The appropriate contact person is either the chair or marker chair, but the latter must be duly appointed by the CHC chair and authorized to act in that capacity for purposes of marker applications. It is the duty of the CHC chair to properly notify the THC History Programs Division of the marker chair's name and contact information.
4. **Marker disputes:** In the event the placement or content of an Official Texas Historical Marker is contested, the THC, after consultation with interested parties, has the sole authority to make the final decision related to retention, replacement or removal.
5. **Pre-application review:** If there are any questions about the potential eligibility of proposed marker topics, including structures, the CHC may provide basic information online to the THC staff for the purpose of a pre-application review of eligibility. Such reviews are only for the purpose of topic eligibility, and they do not replace the full review required of the regular application process. The informal inquiries can be made at any time of the year, although ample time should be given the staff if a decision is needed prior to the application deadline.
6. **Marker inscriptions:** The wording of the state marker inscriptions is the sole responsibility of the THC. Suggested inscriptions will not be accepted as part of the application, nor can they be incorporated as part of the text preparation.
7. **Local dedication deadlines:** The THC marker process is determined by a number of variable factors, including work load, other agency projects and shipping or manufacturing delays. As a result, the THC staff cannot be responsible for meeting local deadlines for any planned dedication events. Planning for such events should be finalized only after the marker is received.
8. **County or municipal funding concerns:** The THC marker process is not subject to county or municipal funding restrictions or fiscal year requirements, and the THC is not responsible for such deadlines. If county or municipal policies or procedures are a factor in planning for marker applications, it is the responsibility of the CHC to meet those requirements or to work out other considerations for the encumbrance of funds.
9. **Appeals of CHC action or inaction:** CHC approval must be obtained for all Official Texas Historical Markers. If a CHC rejects or fails to act on application within 90 days, the sponsor may appeal directly to the THC for redress. At that point, the CHC will be required to submit a written statement relative to its action or inaction on the application. If the CHC has determined the application is not eligible for an

Official Texas Historical Marker, it has the responsibility to provide the THC with a detailed report explaining reasons why and how it made that determination.

10. **Appeals of THC action:** The decision of the THC on any matter related to historical markers is final and can only be appealed for review by the THC if additional information not previously made available to or reviewed by the agency is submitted. Any such information must comply with documentation standards of the program, including coordination with the appropriate County Historical Commission (CHC). Once received, the THC will determine if an appeal is warranted and, if so, will act on the appeal and render a final determination. Appeals may not necessarily correspond with annual application deadlines, and appeals directed to the THC must allow ample time for review prior to those deadlines. All details of appeals, including timing and participating parties, will be directed by the THC.
11. **Payment due upon approval:** The THC cannot accept partial payment for markers, nor can it hold funds in abeyance as other funds are collected. Payment for all markers is due in full within 45 days of the notice of approval. Delayed payments will result in cancellation of applications.
12. **Marker placement:** The placement of historical markers should be carefully considered to ensure maximum accessibility and protection of historic resources. Whenever possible, a marker for a historic structure receiving the Recorded Texas Historic Landmark designation should be placed on a post rather than on the structure to avoid damaging the historic fabric of the structure. To avoid confusion regarding historical designation, subject markers may not be attached to non-historic buildings. Sponsors or CHCs are responsible for the physical placement of a historical marker, unless the site is on a state-maintained highway right-of-way, in which case the Texas Department of Transportation will be responsible for erecting the marker in consultation with the CHC.
13. **Highway Advance and Directional Signs:** TxDOT provides advance and directional guide signs for all historical markers on TxDOT right of way outside of city limits on conventional highways. Official policies on highway directional signs may be found in the *Signs and Markings Manual*, Chapter 7, Section 19, and the Texas Government Code, Section 442.0065(c).
14. **Accessibility:** Markers must be accessible to the public.
15. **Site considerations:** RTHL and HTC markers must be placed at the actual sites being commemorated.
16. **Applications as state records:** All applications, correspondence and support materials become the property of the THC and are subject to rules governing open records. Information from the records may be utilized by the CHCs and its researchers provided any citations of the information properly include mention of the THC and its marker file holdings.
17. **Official policies:** Official policies regarding the Official Texas Historical Marker program, Recorded Texas Historic Landmark designation and Historic Texas Cemetery designation are codified in the Texas Administrative Code, Title 13, Part 2, Chapter 21. RTHL properties are also subject to provisions of Texas Government Code, Section 442.006(f).
18. **Texas Historic Sites Atlas:** Through its Historic Sites Atlas, the THC provides online access to marker inscriptions and locational information. The THC maintains the database and adds, deletes or changes information as necessary and as staff time permits. Every effort is made to keep the information updated, but a variety of factors may cause delays in the process. The Atlas serves as the primary tool for researchers and others interested in the Official Texas Historical Marker program, and information can be downloaded as needed.
19. **Requests for file information:** The THC maintains marker files as public records and makes them available for researchers at the agency library, or available in compliance with the Texas Open Records Act.

OFFICIAL TEXAS HISTORICAL MARKER PROCEDURES

Adopted by the Texas Historical Commission October 27, 2011

Official Texas Historical Markers are those markers and plaques the Texas Historical Commission (THC) awards, approves or administers. They include centennial markers the State of Texas awarded in the 1930s; Civil War Centennial markers from the 1960s; and medallions and markers awarded by the THC's predecessor, the Texas State Historical Survey Committee.

Historical marker application means a current version of the THC's *Official Texas Historical Marker Application Form* and all required supporting documentation as required in the Application Requirements (see below).

TYPES OF HISTORICAL MARKERS

A. Subject Markers

Definition: Subject markers are educational in nature and reveal aspects of local history that are important to a community or region. These markers honor topics such as church congregations, schools, communities, businesses, events and individuals. Subject markers are placed at sites that have a historical association with the topic, but no legal restriction is placed on the use of the property or site, although the THC must be notified if the marker is ever to be relocated.

Criteria:

1. **Age:** Most topics marked with *subject markers* must date back at least 50 years, although historic events may be marked after 30 years, and individuals may be marked, or may be mentioned in a historical marker text, after they have been deceased for 10 years. The THC may waive the age requirements for topics of overwhelming state or national importance, although these exceptions are rarely granted and the burden of proof for all claims and documentation is the responsibility of the author of the narrative history.
2. **Historical significance:** A topic is considered to have historical significance if it had influence, effect or impact on the course of history or cultural development; age alone does not determine significance. Topics do not necessarily have to be of statewide or national significance; many historical markers deal with local history and a local level of significance. Age alone is not sufficient for marker eligibility.

B. Recorded Texas Historic Landmark Markers

Definition: Recorded Texas Historic Landmark (RTHL) markers are awarded to structures deemed worthy of preservation for their historical associations and architectural significance. RTHL is a legal designation and comes with a measure of protection; it is the highest honor the state can bestow on a historic structure, and the designation is required for this type of marker. The RTHL designation becomes effective upon approval by the THC. Official Texas Historical Markers signify the RTHL designation; designation comes only through application to and approval by the THC and must include public display of an Official Texas Historical Marker. Owners of RTHL-designated structures must give the THC 60 days written notice before any alterations are made to the exterior

of the structure. RTHL status is a permanent designation and is not to be removed from the property in the event of a transfer of ownership. Only the THC can remove the designation or recall the marker. The marker must remain with the structure and may not be removed or displayed elsewhere until or unless the THC gives express approval in writing for such action. Once designated as RTHL, properties are subject to provisions of Texas Government Code, Section 442.006(f).

Criteria:

1. **Age:** Structures eligible for the Recorded Texas Historic Landmark designation and marker must be at least 50 years old.
2. **Historical significance:** Architectural significance alone is not enough to qualify a structure for the Recorded Texas Historic Landmark designation. It must have an equally significant historical association, and that association can come through an event that occurred at the site, through individuals who owned or lived on the property, or, in the case of bridges, industrial plants, schoolhouses, and other non-residential properties, through documented significance to the larger community.
3. **Architectural significance:** Structures deemed architecturally significant are outstanding examples of architectural history, either through design, materials, structural type or construction methods. In all cases, eligible architectural properties must display integrity, i.e., the structure should be in a good state of repair, maintain its appearance from its period of significance and be considered an exemplary model of preservation. Architectural significance is often best determined by the relevance of the property to broader contexts, including geography. Any changes over the years should be compatible with original design and reflect compliance with accepted preservation practices, e.g., the *Secretary of the Interior's Standards for Rehabilitation*.
4. **Good state of repair:** Structures not considered by the THC to be in a good state of repair — i.e. restored — are not eligible for RTHL designation. The THC reserves the sole right to make that determination relative to eligibility for RTHL markers.

Special considerations for RTHL marker applications: If a structure is individually listed in the National Register of Historic Places (NRHP) under either Criterion A or B **and** Criterion C (architecture), the historical text compiled as part of the National Register process may be submitted as part of the marker process, provided it includes the required reference notes and other documentation. Acceptance of the National Register information for the purposes of the marker process will be the sole determination of the THC. Listing in the NRHP does not guarantee approval for an RTHL marker.

C. Historic Texas Cemetery Markers

Definition: Historic Texas Cemetery (HTC) markers are only for burial grounds previously approved for HTC designation. These markers recognize the historical significance of a cemetery and, with the use of interpretive plaques, provide background on associated communities, families, events and customs. HTC markers must be placed at the cemetery, but since cemeteries are protected under other existing laws, they convey no restrictions on the property.

Criteria:

1. **HTC designation:** All steps of the HTC designation process must be completed by the time of application for the HTC marker.
2. **Historical/cultural significance:** Completion of the HTC designation does not ensure approval for an HTC marker; it is only a prerequisite. The application for an HTC marker with an interpretive plaque must include the same type of detailed history required for other markers. In addition to the context, overview and significance sections, it must also include a section that

provides a detailed physical description of the site that includes mention of the cemetery setting, and descriptions of significant landscape features or noteworthy burial markers and funereal practices.

Special considerations for HTC markers:

- HTC medallions can be ordered separately, but only for placement with a previously awarded THC subject marker or other plaque that provides interpretation for the cemetery. **NOTE: Under current rules, cemeteries are no longer eligible for subject markers.**
- HTC medallions and interpretive plaques (including name and date plaques) must be displayed together.

APPLICATION REQUIREMENTS

Only complete marker application packets that contain all the required elements can be accepted or processed. Incomplete applications will automatically be rejected. Any individual, group or county historical commission may apply to the THC for an Official Texas Historical Marker. The application shall include:

1. A completed application form duly reviewed and approved by the county historical commission (CHC) in the county in which the marker will be placed.
2. Application and text must be in the form of Word or Word-compatible documents.
3. Required font style and type size are a Times variant and 12 point.
4. Narrative histories must be typed in a double-spaced format and include separate sections on context, overview and significance.
5. The narrative history must include documentation in the form of reference notes, which can be either footnotes or endnotes. Documentation associated with applications should be broad-based and demonstrate a survey of all available resources, both primary and secondary.
6. Immediately upon notification of the successful preliminary review of required elements by the THC, a non-refundable application fee of \$100 is required. The fee can be submitted to the THC within ten working days of application receipt notification.

Additional requirements for Recorded Texas Historic Landmark markers:

7. Legal description of the property.
8. A detailed floor plan for each floor of the structure, if a residence or building. The floor plan must include notations on the use of the room (bedroom, parlor, etc.) and on where changes have been made over the years (i.e. back porch added 1924). Floor plans can be sent separately to the THC, provided they are on letter-size paper and include the required notations. Incomplete floor plans will not be accepted.
9. A detailed site plan of the property, showing all major features, such as outbuildings, sidewalks, driveways, significant landscape features, etc.
10. At least one historic photograph of the structure.
11. One current photograph of each elevation of the structure.

Additional requirements for Historic Texas Cemetery markers:

12. Prior approval by the THC for the Historic Texas Cemetery designation is required. Note that the designation process must be complete by the time the marker application is submitted to the CHC and that the HTC designation does not guarantee approval for an Official Texas Historical Marker.

APPLICATION REVIEW PROCESS

1. Potential sponsor checks the THC web site for current basic information on the Official Texas Historical Marker Program.
2. Sponsor contacts the CHC to obtain marker application form, to review basic program requirements and to discuss county's review process and procedures, which differs from county to county. The THC does not mandate a specific review process at the county level, so the sponsor will need to work closely with the CHC to be sure all local concerns and procedures are addressed properly. The CHCs cannot send the application forward until they can certify that the history and the application have been adequately reviewed.
3. CHC reviews the marker application for accuracy and significance, and either approves the application or works with the sponsor to develop additional information as necessary.
4. CHC-approved applications are forwarded online as a Word document to the History Programs Division of the THC. Once the application is received by the THC, additional notifications and correspondence will be between the CHC contact and the THC staff contact only, unless otherwise noted.
5. THC staff makes a preliminary assessment to determine if the topic is eligible for review and if all required elements are included. Upon notification the application has been accepted for review, a \$100 application fee is due within ten days.
6. Eligible applications receive further review, and additional information may be requested via email. Failure to provide all requested materials as instructed in 45 days, unless special conditions are approved by the THC, will result in cancellation of the application.
7. THC staff and commissioners review applications and determine:
 - a. Eligibility for approval
 - b. Size and type of marker for each topic
 - c. Priorities for work schedule on the approved applications
8. CHC and sponsor notified via email of approval and provided payment form; payment must be received in THC offices within 45 days or the application will be cancelled.
9. Inscriptions written, with one review copy provided via email to the CHC contact only for local distribution as needed. Inscription review is for accuracy of content only; the THC determines the content, wording, punctuation, phrasing, etc.
10. Upon receipt of the inscription, the CHC contact provides additional copies as necessary for committee, commission or sponsor review and conveys a single response to the THC.
 - a. Upon receipt of emailed approval by the CHC, the THC proceeds with the order.
 - b. If warranted changes recommended by the CHC are approved by the THC, staff will send a revised copy for content review. Because inscription reviews are for content only, only two reviews should be necessary to complete this step of the process. Additional requests for revisions are subject to approval by the THC, which will be the sole determinant of warranted requests for changes. Excessive requests for change, or delays in response, may, in the determination of the THC, result in cancellation of the order.
 - c. Only the authorized CHC contact — chair or marker chair — can make the final approval of inscriptions at the county level. Final approval will be construed by the THC to mean concurrence with any interested parties, including the sponsor.
11. The order is sent to marker supplier for manufacturing. Subject to the terms of the THC vendor contract, only authorized THC staff may contact the manufacturer relative to any aspect of Official Texas Historical Markers, including those in process or previously approved.
12. THC staff reviews galley proofs of markers. With THC approval, manufacturing process proceeds. Manufacturer inspects, crates and ships completed markers and notifies THC, which in turn notifies CHC contact.

13. With shipment notice, planning can begin on marker dedication ceremony, as needed, in conjunction with CHC, sponsors and other interested parties.
 - a. Information on planning and conducting marker ceremonies is provided by the THC through its web site.
 - b. Once the planning is complete, the CHC posts the information to the THC web site calendar.
14. THC staff enters marker information into the Texas Historic Sites Atlas (atlas.thc.state.tx.us), an online inventory of marker information and inscriptions.

TEXAS HISTORICAL COMMISSION

The Historical Marker Application Process (Figure 5 from the CHC Handbook)

-  Applicant researches the topic, writes the history, gathers photos and maps, and fills out the application form.
-  Applicant submits application and documentation to county historical commission (CHC) for review and approval.
-  CHC forwards application to Texas Historical Commission (THC)
-  THC reviews application; additional information and/or clarification may be requested.
-  THC requests application fee.
-  THC accepts public comment on applications received.
-  THC approves application, if eligible, and requests payment.
-  Applicant forwards payment to THC.
-  THC prepares draft inscription and submits it to applicant and CHC for review.
-  THC sends final approved inscription to foundry for casting.
-  Foundry ships completed marker to designated addressee.
-  Applicant and CHC plan marker dedication ceremony.
-  THC staff enters marker into the Texas Historic Sites Atlas, an online inventory of marker information and inscriptions (<http://atlas.thc.state.tx.us>)

TEXAS HISTORICAL COMMISSION

HISTORICAL MARKER APPLICATION EVALUATION PROCEDURES

(Pursuant to the Texas Administrative Code, Title 13, Part 2, Chapter 21,
Subchapter B, Rule 21.9, effective August 28, 2003 and amended May 18, 2009)

- (1) Age - 5 pts. max.
 - Structures eligible for the RTHL designation and marker must be at least 50 years old. Older structures may be awarded additional weight. Historical events must be at least 30 years old and historic individuals must be deceased 10 years.
- (2) Historical significance/Architectural significance - 10 pts. max.
 - Architectural significance alone is not enough to qualify a structure for the RTHL designation. It must have an equally significant historical association, and that association can come from an event that occurred at the site; through individuals who owned or lived on the property; or, in the case of bridges, industrial plants, schoolhouses and other non-residential properties, through documented significance to the larger community. Structures deemed architecturally significant are outstanding examples of architectural history through design, materials, structural type or construction methods. In all cases, eligible architectural properties must display integrity; that is, the structure should be in a good state of repair, maintain its appearance from its period of significance and be considered an exemplary model of preservation. Architectural significance is often best determined by the relevance of the property to broader contexts, including geography. Any changes over the years should be compatible with original design and reflect compliance with accepted preservation practices, e.g., the *Secretary of the Interior's Standards for Rehabilitation*.
- (4) State of repair/Integrity - 10 pts. max.
 - Structures not considered by the commission to be in a good state of repair are not eligible for RTHL designation. The commission reserves the sole right to make that determination relative to eligibility for RTHL markers. Subject marker topics placed at the appropriate site (site integrity) or topics that are documented and understood by the public maintain a high degree of integrity.
- (5) Diversity of topic for addressing gaps in historical marker program - 10 pts. max.
 - This criterion addresses the extent to which topic relates to an aspect or area of Texas history that has not been well represented by the marker program.
- (6) Value of topic as an undertold or untold aspect of Texas history - 15 pts. max.
 - This criterion addresses the extent to which topic addresses undertold facets of Texas history and increases the diversity of history and cultures interpreted through the marker program.
- (7) Endangerment level of property, site or topic - 10 pts. max.
 - This criterion addresses the extent to which the property (RTHLs), site or story is in danger of being lost if its history and significance are not addressed through the marker program.
- (8) Available documentation and resources - 10 pts. max.
 - This criterion addresses the quality and balance of the research and documentation for the application.
- (9) Diversity among this group of candidates - 10 pts. max.
 - This criterion addresses the extent to which this topic represents an undertold story of Texas history among the applications received during that year's marker cycle.
- (10) Relevance to other commission programs - 5 pts. max.
 - This criterion addresses the extent to which the topic coordinates with other significant programs and initiatives of the agency.
- (11) Relevance to the commission's current thematic priorities - 15 pts. max.
 - This criterion addresses the extent to which the topic coordinates with the thematic priorities set by the Commission each year (varies by year).

MARKER INSCRIPTION STYLE AND CONTENT GUIDE

To be used by Texas Historical Commission staff in drafting inscriptions for Official Texas Historical Markers.

Abbreviations: In general, follow accepted practices as needed—i.e. Corp., Gen., Maj., Rev., Co. (Company), Jan. (January), etc.—but keep such abbreviations to a minimum. A good general rule is that if there is room to spell out the word, except for an individual’s title, avoid the abbreviation if possible.

Controversial or conjectural information: Relevant material that cannot be conclusively documented can, under limited conditions, be included in the text. For example, a lead-in might be: According to family tradition...; Oral history sources indicate . . . ; Tradition holds that For construction dates that are inconclusive, use the era—i.e. Built before the Civil War....; Constructed in the years following World War II....

Commas before qualifiers:

Use commas to set off information that qualifies or describes the previous word.

EX: Jim Smith, the bank president, moved away in 1923.

EX: The property belonged to Jim Smith, who later sold the property to his son.

Commas in a series:

Don’t use the last comma in a series unless there is an additional “and” in the phrase.

EX: The town included a cotton gin, school and church.

EX: The town included a cotton gin, block and tackle factory, and a church.

Commas in compound sentences:

In sentences where there are two independent clauses, set off the second clause with a comma before the connector (and, but, etc.). Commas are not used before a dependent clause.

EX: (dependent) The church organized in 1923 and started an outreach program the following year.

EX: (independent) The church organized in 1923, and it started an outreach program the following year.

EX: The church organized in 1923 but soon disbanded.

EX: The church organized in 1923, but by 1945, the membership disbanded.

Birth or death dates:

Shown parenthetically with lower case letter.

EX: (d. 1846)

House names:

Where multiple families are historically associated with a residence, the preference is to include the original builder family followed by the name of the most prominent family or the family associated with the house for the longest period of time. On occasion, the names of three families can be included, but that is the limit. Other families can be mentioned in the text.

EX: Smith-Jones House

EX: Smith-Jones-Hornswaggle House

House v. Home (and other descriptors)

In general, the THC uses *house* to describe a structure and *home* to convey the sense of family—i.e. Jacob and Linda Smith built this house in 1913, and it served as their home for 27 years. Other terms, such as cottage, residence, homestead, estate, etc., should be avoided in the titles, if possible, but can be used as needed in the text. There are exceptions, however, and those will be determined in consultation with the team leader.

Introductory clauses:

Set off introductory clauses with a comma.

EX: In 1910, the first settlers began arriving in the community.

EX: During World War II, Texas became an industrial power.

Land donations:

In general, use only the original land donors. Only include later donors if it is relevant to the overall story. Sizes of subsequent donations should be avoided.

Lists of names:

The listing of names in marker texts should be avoided in lieu of historical text. In general, if the list of individuals is brief (2-6 names), relevant and inclusive, such names can be included if the space permits. Allowable lists would include institutional trustees, charter members, original land donors, etc.

Names in a series:

In general, when listing names, they should be included alphabetically. It is permissible, however, in order to meet spacing limitations, to include them as they fit best.

Narrative style:

As much as possible, the inscription should begin with a significant statement followed by a chronology of information and ending with a statement of conclusion. The more dramatic, significant or “catchy” the opening line, the better. Avoid using “this,” as in “This church began in 1841.”

Nicknames:

Relevant nicknames can be set aside in quotations.

EX: Robert H. “Bob” Brinkman

Numbers:

Spell out numbers one through ten only. Others should be shown as the actual numbers. For four-digit numbers or higher, use commas (*EX. 4,000*). Spell out all numbers used at the beginning of a sentence.

Passive voice v. active voice:

Pastors, preachers and ministers: Use “the” in front of the clerical title—i.e. The Rev. John Smith.

Qualifiers in marker titles:

In general, we avoid title qualifiers, such as DAVID HORNSWAGGLE, PIONEER PREACHER OF THE PLAINS or BAYLOR UNIVERSITY: A BAPTIST BEACON OF EDUCATION. Exceptions, if any, will be determined by the team leader.

Quotes:

The limited or select use of quotes can be important additions to marker texts, providing personal perspectives or memorable phrases. The writer should take care to note the quotes are relevant, properly attributed and set aside with quotation marks.

EX: (acceptable) In its decision, the court ruled integration should take place “with all deliberate speed.”

EX: (unacceptable) In the 1920s, “an era of increased banking regulation,” systems changed.

Railroads:

If uncertain of a railroad’s official name, check the Handbook of Texas Online.

Ampersands (&) can used in abbreviations, but no space is necessary before or after their use.

EX: Gulf, Colorado and Santa Fe Railway

EX: Gulf, Texas and Western Railroad

EX: GC&SF

Recent information:

In general, avoid information from the last 30 years. Exceptions to the rule would include relevant historical events, such as the consolidation of a school district or the demolition of a significant structure.

Recorded Texas Historic Landmark marker content:

Since RTHL policies require a structure to be both architecturally and historically significant, both elements are required in the text. That is, an RTHL inscription must note both the cultural and architectural history.

Separation of church and state:

Because the Official Texas Historical Marker Program is a state program, we avoid the use of scriptural or doctrinal terminology. It is permissible, however, to note religious affiliation.

EX: First Baptist Church has a long association with Christian education.

Site relevance:

If possible, the marker text should relate to the marker site. In some cases, parenthetical directions may be necessary. (see “Directions”)

EX: The church moved to this site in 1945.

EX: This church began in Stonewall (3 mi.E).

Split infinitives:

While split infinitives (an infinitive split by the use of an adverb) now occur regularly in conversation or media usage, they should be avoided in marker texts. In situations where the correct use of an infinitive is confusing or unwieldy, text revisions may be necessary.

EX: (unacceptable) “In order to quickly move through the battlefield,”

EX: (acceptable) “In order to move quickly through the battlefield,”

Subject-verb agreement:***The and that:***

For the sake of brevity and clarity, avoid over-use of “the” and “that”

EX: (unacceptable) In 1923, the church officials decided that it was time to develop the outreach programs that Marie Smith developed.

EX: (acceptable) In 1923, church officials decided to develop outreach programs Marie Smith developed.

Women’s names:

Women’s given names must be used, where known. Additional research may be necessary to find that information, but it is strongly preferred. Avoid using the husband’s name as the woman’s name. Note, using the husband’s name for the wife was, at one time, an accepted means of identifying women, and some of our older constituents may still prefer that style; it is not, however, the THC style.

EX: (acceptable) Priscilla (Smith) Jones or Priscilla Ann Smith Jones

EX: (unacceptable) Mrs. Joseph Jones

Women’s names in building marker titles:

Where only one couple’s name is historically associated with a structure, both the husband and wife *must* be noted equally. Additionally, a woman’s maiden name, if known, should be included parenthetically (see “House names.”).

EX: Roger and Rebecca (Smith) Jones House

TEXAS HISTORICAL COMMISSION

MARKER CHAIR JOB DESCRIPTION

While many county historical commission (CHC) chairs personally oversee the local reviews, approvals and coordination of Official Texas Historical Marker applications, others choose to appoint a marker chair to serve in that capacity. Regardless of how your CHC is structured, the basic requirements for local review are the same. The CHC chair or marker chair (duly appointed by the CHC chair) serves as the sole liaison with the Texas Historical Commission (THC) throughout the marker process, from the online submittal of the application to the review and approval of the inscription. Specific CHC requirements for the position may vary, but in general the responsibilities are as follows:

- Familiarize yourself with the THC application procedures, application forms and research aids (toolbox, marker research guides, etc.) available on the THC web site.
- Familiarize yourself with the CHC procedures for review.
- Survey the existing Official Texas Historical Markers in your county to determine their condition; report any missing or vandalized markers to the THC.
- Notify the THC and provide a completed request form for any proposed relocation of a marker.
- Analyze the existing markers within the context of the county's history to determine where there might be gaps or untold, but significant, stories. Develop a proactive program for addressing any deficiencies and to promote a more diverse interpretation through future applications.
- Communicate with potential sponsors to explain the THC and CHC procedures, and to answer any questions they might have.
- Review applications for historical accuracy and for compliance with THC procedures and standards.
- Verify documentation, where feasible, to ensure accuracy and thoroughness. Work with sponsors to develop their applications to ensure a quality submittal to the THC.
- Communicate with the THC marker team about any concerns, questions or suggestions for program improvements. Keep the THC posted on successes, which serve to encourage other CHCs.
- Serve as the liaison between the THC and CHC and between the CHC/THC and the sponsors.
- Respond to all THC inquiries on behalf of the sponsors or CHC and disseminate copies to others as needed.
- Review marker inscriptions for accuracy.
- Promote the marker program at the county level through training workshops and materials, public information meetings and marker dedication ceremonies.
- Monitor the Recorded Texas Historic Landmarks (RTHL) in the county on a regular basis and work with property owners to understand their legal obligations under the designation procedures. Notify the THC of any exterior work on RTHL properties.
- Post marker dedication ceremonies to the THC's web site calendar and publicize them in your community.
- Have fun with history and encourage others to appreciate the county's history through the Official Texas Historical Marker program.

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TEXAS HISTORICAL COMMISSION
real places telling real stories

www.thc.texas.gov

02—HISTORICAL MARKERS PROGRAM

LEVEL 1

Develop constructive relationships

- Communicate with THC Marker Staff regarding historical marker applications, the Undertold Program, relocation or replacement requests, etc.
- Assist public with the marker application process.

Pursue Level 2 if Level 1 responsibilities managed effectively

LEVEL 2

Serve best interests of county resources

- Establish a CHC marker chair to work with public and THC.
- Initiate applications to address gaps in county history.
- Participate in THC Marker Program training opportunities.
- Inventory and periodically assess the physical condition of RTHLs, HTC's, and subject markers.

Pursue Level 3 if Level 2 responsibilities managed effectively

LEVEL 3

Demonstrate a county preservation ethic

- Based on conditions inventory, refinish faded markers.
- Report inaccurate or damaged markers to THC Marker Staff.
- Use inventories to create educational/promotional materials to encourage heritage tourism.

CHC Appointee Etiquette

- Working with THC—THC has a professional relationship with 254 counties and more than 5,000 CHC appointees. Please be patient as we serve everyone in an orderly fashion.
- Working with public—CHC appointees represent the county and county officials who made the appointment, so take care with what you say and do.
- If possible, designate a public and media spokesperson. You can also refer public to THC staff.

Actions CHC Appointees Should Avoid

- Avoid marking everything. Quality vs. quantity—the goal isn't to get as many markers as possible but to focus on the substantial and/or undertold stories for a county.
- Avoid fielding questions from the public/media without all of the facts. Call THC to verify answers to questions from public.

Work THC does not oversee

- THC does not assist the planning or implementation to establish a county or city marker program to identify and mark significant local topics.
- THC staff occasionally act as speakers at THC-related events as workload allows; however, THC does not find/book speakers for local dedications and events.

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TEXAS HISTORICAL COMMISSION

REPLACEMENT HISTORICAL MARKER APPLICATION

Marker Title:

County:

Reason for replacement marker:

Street address of proposed marker site, if applicable:

Marker Coordinates:

If you know the location coordinates of the proposed marker site, enter them in one of the formats below:

UTM Zone Easting Northing

Lat: Long: (deg, min, sec or decimal degrees)

Otherwise, give a precise verbal description here (e.g. northwest corner of 3rd and Elm, or FM 1411, 2.6 miles east of McWhorter Creek):

PERMISSION OF PROPERTY OWNER FOR MARKER PLACEMENT

Will the marker be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT)?

Yes No

If the answer is yes, the THC will secure the necessary permission from TxDOT, and no other information is required. If the answer is no, please provide the following information for the person or group who owns the property.

Property owner:

Address: City, State, Zip:

Phone: Email address:

TYPE AND SIZE OF MARKER

Subject Markers:

27" x 42" subject marker with post (\$1800)

27" x 42" subject marker without post* (\$1600)

18" x 28" subject marker with post (\$1100)

18" x 28" subject marker without post* (\$1100)

Recorded Texas Historic Landmark Markers:

27" x 42" RTHL marker with post (\$1800)

27" x 42" RTHL marker without post* (\$1600)

18" x 28" RTHL marker with post (\$1100)

18" x 28" RTHL marker without post* (\$1100)

RTHL medallion and 16" x 12" plaque with post (\$800)

RTHL medallion and 16" x 12" plaque without post* (\$800)

RTHL medallion only (\$350)

16" x 12" RTHL supplemental plaque (\$450)

Historic Texas Cemetery Markers:

HTC medallion (only for cemeteries with existing Official Texas Historical Marker) (\$300 for surface, \$330 for existing post)

27" x 42" HTC marker with post (\$1800)

27" x 42" HTC marker without post* (\$1600)

18" x 28" HTC marker with post (\$1100)

18" x 28" HTC marker without post* (\$1100)

HTC medallion and name and date plaque, with post (\$650) HTC medallion and name and date plaque, without post* (\$650)

Centennial Markers (bronze pieces only):

1936 Centennial Bronze Seal – 18" Diameter (\$300)

1936 Centennial Bronze Plaque – 24" x 18" (\$1000)

1936 Centennial Bronze Star – 4 1/4" (\$150)

1936 Centennial Bronze Wreath – 9" Diameter (\$200)

1936 Centennial Bronze Wreath & Star (\$350)

*Please indicate the type of surface to mount the marker:

Wood

Stone

Masonry

Metal

Order Form for
Miscellaneous Historical Marker-Related Products

Miscellaneous items

12" x 6" supplemental plaque
to accompany historical markers

for attachment to:
(brick, stone, wood, marker post, etc.)

Cost: \$450 (includes nonrefundable \$100
application fee)

If attaching to an existing marker post, is the
post: 2" diameter or 3.5" diameter?

Title of marker with which it will be displayed:

Submit desired wording, 25 words or less.

County: _____

Send To: History Programs Division

P. O. Box 12276
Austin, Texas 78711-2276
512/463-5853
512/475-3122 (fax)
history@thc.texas.gov

Shipping information

Name _____ Street address _____

City _____ Zip _____ Phone Number (____) _____

Email Address _____

payment enclosed (make check payable to Texas Historical Commission)

bill credit card: Visa MasterCard

Card Number: _____ Exp. _____

Signature _____ Security Code: _____



TEXAS HISTORICAL COMMISSION

REQUEST TO RELOCATE AN OFFICIAL TEXAS HISTORICAL MARKER

Marker Title: _____

County: _____

Current location (including nearest city): _____

Proposed location: _____

Reason for requesting relocation: _____

Who will be responsible for the relocation? (THC cannot assume liability for damages or injuries.)

Name: _____ Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Fax: _____ Email: _____

Approval of county historical commission:

County chair or marker chair (name): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Fax: _____ Email: _____

Signature: _____

Permission of property owner at proposed new location:

Name: _____ Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Fax: _____ Email: _____

Please include the following:

1. A current photograph of the proposed marker location.
2. A city or county map denoting the current and proposed locations.
3. A current photograph of marker.

Texas Historical Commission

P.O. Box 12276

Austin, TX 78711-2276

512.463.6100

fax 512.475.4872

thc@thc.texas.gov



TEXAS HISTORICAL COMMISSION
real places telling real stories

www.thc.texas.gov

Refinishing Texas Historical Markers

When details on historical markers fade or are damaged, it's cleanup time! With a few supplies and a bit of effort, you can renew your local markers. You can also use similar techniques to remove graffiti.

In our example, the finish on the Littlefield Home historical marker located on the University of Texas at Austin campus has been damaged by the hot Texas sun and a harsh climate, making it difficult to read.

Here are the tools and materials you need to clean or repair the surface of a marker on a post:

- stiff wire brush (stainless steel works best)
- soft bristle scrub brush
- spray bottle or bucket of water
- soap
- towels
- can of black lacquer semi-gloss spray paint (high heat spray paint for barbeque grills)
- painter's mask
- vinyl gloves
- can of clear lacquer semi-gloss spray paint
- cotton rags
- lacquer thinner
- 80 grit and 120 grit sandpaper
- power sander or hand sanding block
- roll of two-inch painter's masking tape
- ladder or step stool
- poster board for markers attached to a building

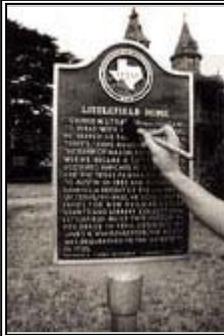


Step 1:

Use a stiff wire brush to remove flaking or other debris; always use a side-to-side or left-to-right motion while cleaning the surface. Debris may also stick inside the raised lettering. If this happens, carefully use a sharp tool or knife to remove debris.



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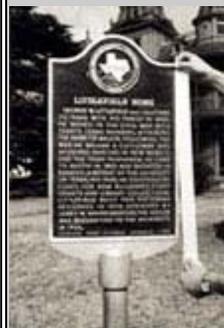
Step 2:

Use a soft bristle brush to remove dust and other debris around letters. If available, use a portable air blower to remove fine particles.



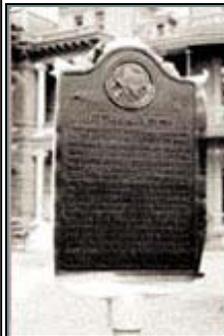
Step 3:

Thoroughly clean the marker surface with soap and water. Towel dry and allow time for the marker surface to dry completely.



Step 4:

Apply two inch painter's masking tape to the border and base of the marker. If the marker is attached to a building, tape poster board around the marker on the building to prevent spray paint over-spray.



Step 5:

Apply two even coats of an automotive/high heat black lacquer (spray) to the entire surface of the marker. Allow the black lacquer to dry completely. Use a painter's mask to avoid inhalation of spray paint.



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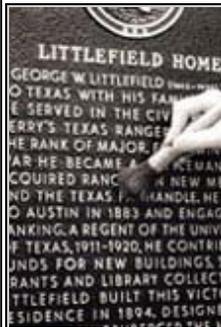
Step 6:

Remove dried black lacquer from the medallion and title letters with a soft cotton cloth and lacquer thinner. Use care not to remove the black lacquer on the flat surface portions of the medallion and area surrounding title letters. Allow marker to dry completely.



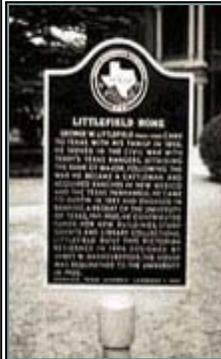
Step 7:

After removing masking tape from the marker border and base, use a battery-powered or electric sander and 80 grit sandpaper or a hand sanding block to remove black lacquer from raised text. Use care not to remove black lacquer from flat surface areas. Lightly use the sander to clean marker border and base. Use 120 grit sandpaper to manually polish border and raised medallion. Use a mask to avoid inhalation of tiny particles.



Step 8:

Remove fine debris with paint or bristle scrub brush. If available, use an electric or battery-powered air blower to remove fine debris.



Step 9:

Apply two even coats of clear lacquer spray paint to the entire surface of the historical marker.



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Step 10:
Step back and admire your work; you now have a historical marker that has been renewed to its original splendor.

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TEXAS HISTORICAL COMMISSION

Official Texas Historical Marker workshop website and book list

Texas Historical Commission: <http://www.thc.texas.gov>
 THC marker webpage: <http://www.thc.texas.gov/markers>
 THC Texas Historic Sites Atlas: <http://atlas.thc.texas.gov/>
 THC Marker Toolkit: <http://www.thc.texas.gov/MarkerToolkit>

TexShare databases: <https://www.tsl.texas.gov/texshare/index.html/> (b&w Sanborn maps, Census, etc.)
 UT-Austin PCL map collection:
 <http://www.lib.utexas.edu/maps/sanborn/texas.html> (color Sanborns) (search "PCL Sanborn maps")
 <http://www.lib.utexas.edu/maps/topo/texas/> (topographic maps) (search "PCL topo maps")

Soil maps (Portal to Texas History; Cushing Library, Texas A&M University)
 Earth Explorer (USGS) <http://earthexplorer.usgs.gov/>
 General Land Office: <http://www.glo.texas.gov/history/archives/overview/index.html> (maps and land patents)
 Texas Secretary of State records: <https://www.tsl.texas.gov/arc/appraisal/sosstate.html#30>,
<http://www.sos.state.tx.us/>, [http://archive.org/search.php?query=creator:"Texas.+Secretary+of+State"](http://archive.org/search.php?query=creator:))
 TxDOT photo library: <http://www.txdot.gov/inside-txdot/division/travel/photos.html>
 Internet Archive: <https://archive.org/> (Texas business directories, state agency reports, etc.)
 Texas WPA photos: <https://www.flickr.com/photos/141324854@N04/albums/with/72157664290207353>
 Farm Securities Administration/Office of War Information photos: <http://photogrammar.yale.edu/map/>
 FamilySearch main website: <https://www.familysearch.org/> (genealogy)
 FamilySearch historical record collections: <https://www.familysearch.org/search/collection/list>
 Texas death index, 1890-1976: <https://familysearch.org/search/collection/1983324>
 Texas death index, 1903-2000: <https://familysearch.org/search/collection/1949337>
 Texas State Library and Archives Commission: <https://www.tsl.texas.gov/>
 Census records: <http://search.ancestryheritagequest.com/search/group/usfedcen>
 Texas digital archive: <https://tsl.access.preservica.com/>
 Portal to Texas History: <http://texashistory.unt.edu/>

Institute of Texan Cultures photo archives: <http://uitclib.utsa.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
 Elmer J. Edwards Collection: <http://www.lib.utexas.edu/taro/utcah/00088/cah-00088.html>
 Texas Archival Resources Online: <http://www.lib.utexas.edu/taro/>
 Texas Physicians Historical Database: <http://library.utsouthwestern.edu/doctors/doctors.cfm>
 AMA Deceased Physicians File: <https://familysearch.org/search/collection/2061540>
 The Library of Congress: American Memory: <http://memory.loc.gov/ammem/index.html>
 National Archives and Records Administration: <http://www.archives.gov/>
 ArchiveGrid: <http://beta.worldcat.org/archivegrid/>
 Chronicling America: <http://chroniclingamerica.loc.gov/>

Architecture guidebooks include:
[A Field Guide to American Houses](#). Virginia and Lee McAlester. New York: Alfred A. Knopf, 1991.
[A Visual Dictionary of Architecture](#). Francis D. K. Ching. New York: Wiley, 1996.
[American Shelter](#). Lester Walker. Woodstock NY: Overlook Press, 1996.
[The Houses We Live In](#). Jeffery Howe, general editor. London: PRC Publishing, 2002.

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