The Federal and State Rules for the Texas Certified Local Government Program require each CLG to appoint a staff member or volunteer to serve as Historic Preservation Officer and CLG Representative. This position is tasked with carrying out the responsibilities as defined by the CLG Certification Agreement. Any change in Historic Preservation Officer and CLG Representative must be authorized by the Chief Elected Official of the local government. The appointee is required to satisfy the Secretary of the Interior’s Professional Qualifications Standards. In the event that a person satisfying the Qualification Standards is not available, appropriate preservation training must be provided by the local government.

**Appointment of Historic Preservation Officer and Certified local government (CLG) Representative**

**New Appointment:**

<<Insert City or County>> appoints <<Insert Appointee>> to serve as the Historic Preservation Officer and CLG Representative. Their contact information is listed below.

Date

Name

Title

Address

Phone Number

E-Mail Address

The Historic Preservation Officer meets the following criteria as identified in the Secretary of the Interior’s Professional Qualifications Standards:

[ ]  History [ ]  Architectural History [ ]  Architecture [ ]  Historic Architecture [ ]  Archeology

A copy of their resume has been included for your records. Please feel free to contact us with any questions.

Sincerely,

Name of Chief Elected Official

Title

Enclosure: Historic Preservation Officer/CLG Representative resume

**Secretary of the Interior’s Professional Qualifications Standards**

The following requirements are those used by the National Park Service and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

**History**
The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Archeology**The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

**Architectural History**
The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Architecture**The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

**Historic Architecture**
The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.