Marker Review Request Process

Submit Review Request

• Submit Request to Review form to THC along with:
  • a current photograph of marker
  • supporting documentation (no more than 10 single-sided pages in font no smaller than 11)

THC forwards Request to CHC

• THC forwards review request along with supporting documentation to County Historical Commission (CHC) or county judge if there is no CHC for review
• CHC or county judge has 10 days to send response to THC

THC Marker Staff Review Request

• THC Marker Staff reviews request. Marker Staff may refer to a panel of 3 professional historians for a recommendation.

THC Marker Staff Send Recommendations

• THC Marker Staff sends response within 30-55 days from receiving initial request in writing with recommendations to requestor and to the CHC or county judge.
  • If Panel is included in review, then THC Marker Staff sends response within 15 days from receiving the panel's report. Thus, the response time is extended from 30 to up to 55 days from receiving initial request.

Requestor or CHC Respond

• Requestor may accept recommendations.
  • If the requestor or CHC county judge are not satisfied with recommendation then an objection may be filed with the Commission’s History Programs Committee no later than 5 days following receipt of the staff recommendation.

ObjectionFiled with Committee

• Committee reviews objection at quarterly meeting.
  • Committee may invite public testimony on the objection. If public testimony is invited, such testimony may be limited by the Committee chair to a period of time allocated per speaker, per side (pro and con) or both.

Committee Decision Presented to Commission

• The decision of the Committee, along with any recommendation from staff and/or the panel, is presented to full Commission for final approval at quarterly meeting.

• Panel will consist of 3 professional historians who review supporting documentation from request along with any additional information provided by THC Marker Staff.
  • Panel develops written recommendation supported by at least 2 of its members and submits to Marker Staff within 30 days following the panel's receipt of supporting documentation.

If Request or Objection Approved

• If a request or objection is approved by the Commission, THC Marker Staff will determine if existing marker requires replacement or if it can be corrected through the installation of a supplemental marker.
  • The cost of such correction shall be paid by the Commission, subject to the availability of funds for that purpose.
  • THC Marker Staff will write the replacement or supplemental text.

If Not Approved

• The Commission will not accept subsequent requests or objections that are substantively similar to a request or objection that has already gone through the request process.
  • A request for review may only be filed against a single marker, and no individual or organization may file more than one request for review per calendar year.

*Please see Texas Administrative Code Title 13, Part 2, Chapter 21, Subchapter B, Rule §21.12 for full details of the review process.

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