

ARKANSAS HISTORICAL MARKER PROGRAM APPLICATION GUIDELINES

The Arkansas Historic Preservation Program State Historical Marker Program is another way in which the AHPP (<http://www.arkansaspreservation.com>) is fulfilling its mission to preserve Arkansas's cultural heritage and historic resources by promoting awareness of Arkansas history and the importance of preserving tangible links with our past while at the same time enhancing heritage tourism activities in the state.

About the Historical Marker Program

The Arkansas Historic Preservation Program will begin the Historical Marker Program in 2016 as part of its celebration of the passage of the National Historic Preservation Act 50 years ago.

Historical markers commemorate the Arkansas's history and heritage in a very visible manner and will create a lasting tribute to the people and events that have contributed to our shared identity as Arkansans. Historical markers tell important local stories that have not been told and remind Arkansans of the rich variety of Arkansas history. Every city county in Arkansas is urged to participate in the historical marker program. Every city and county can benefit from the program, which encourages entire communities to discover their important stories and make those stories accessible to everyone.

How to Apply for a Historical Marker

1. Download and print the application form and application guidelines or contact the Historical Marker Coordinator (501-324-9880; info@arkansasheritage.org) to have an application form and application guidelines mailed to you.
2. Secure permission to install the marker from the landowner and obtain any necessary permits. If the marker is to be placed on a state highway, US highway, or other state maintained right-of-way you must contact Arkansas State Highway and Transportation Department district engineer to obtain a permit before submitting the marker application ([link to PDF](#)). Permits may also be necessary to install markers on city or county property or road rights-of-way. Please check with your city or county government to see if you need a permit to install the marker.
3. Indicate the proposed marker location on a copy of a city, county, or USGS topographic map or a sketch map. Be sure to include cross streets and a north arrow. Indicate where visitors may park to read the marker. Photograph the proposed marker location.

4. Create a list of facts to be included on the marker. Copy the relevant pages of the supporting documentation. Label each page with the fact number it documents and the complete citation. See *Documenting Marker Facts* for more information.

5. Send the completed form to the Arkansas Historical Marker Program address on the application.

Documenting Marker Facts

Each fact listed on the marker application must be supported by primary sources such as letters and diaries, deeds, census records, tax records, court records, contemporary newspaper accounts, photographs.

Primary sources may be supplemented with secondary sources including National Register of Historic Places or Arkansas Register of Historic Places nomination forms, county histories, biographies, and reports of cultural resource investigations and archaeological investigations. The Arkansas Historical Marker Program Review Committee determines if the secondary sources submitted are acceptable.

Photocopy the pages that document the facts listed. Label each copy with the number of the fact documented and the complete citation. If copies are made from microfilm, include the roll number in the citation. If you have any questions regarding documentations or how to cite a source contact the Historical Marker Program Coordinator (*e-mail address, telephone number*).

Citations

- Book—author, title, publisher, publisher city and state, date published, page number.
- Newspaper—name of newspaper, name of article, author (if given), date, page number.
- Journal article—name of journal, name of article, author, volume and number, month, year, page number.
- Letter—name of writer and who the letter was written to, date the letter was written, the name of the collection, the name of the college, library, museum, etc. where the collection is located.
- Manuscript—name of the writer/creator, date, the name of the collection, the name of the college, library, museum, etc. where the collection is located.
- Government record—name and type of record (tax, deed, census, etc.), date, book and page number (if applicable), the name of the courthouse, college, library, museum, etc. where the documents are located.

The Application Review Process

The Historical Marker Program Coordinator reviews the application to see if it is complete and if the documentation is present and photocopies with complete citations are attached. The Coordinator also makes a preliminary determination of eligibility and notes if the subject of the marker addresses a subject designated as an untold or undertold story.

If the application is incomplete it is returned to the sponsor with a letter detailing the information needed. The letter contains the name and telephone number of the Historical Marker Program Coordinator and asks the sponsor to call if they wish to discuss the application.

If the application is complete it is forwarded to the Historical Marker Program Review Committee Chair.

The Historical Marker Program Review Committee determines if the marker subject is eligible. The Committee also decides if the documentation is acceptable. If there is a question regarding the sources or facts listed on the application it may be sent to a designated authority for review or it may be returned to the sponsor for further documentation.

Once the application is approved, the Historical Marker Program Review Committee writes the marker text, which is sent to the sponsor for review. The sponsor reviews the text for accuracy only, not for style, nomenclature, or punctuation.

If the sponsor approves the text the sponsor is asked to send payment within 30 days. If the marker is not approved the sponsor receives a letter explaining the reasons for the decision. The sponsor can appeal the decision at the next full meeting of the State Review Board. Appeals of Historical Marker Program Review Committee decisions are subject to the terms and conditions of the Administrative Procedures Act.

If the sponsor does not approve the text created by the Historical Marker Program Review Committee, the sponsor can submit changes and/or corrections. If the Review Committee Chair decides that the changes are warranted, revised text is submitted to the sponsor for review. If the Review Committee Chair declines to make the changes submitted by the sponsor, the sponsor can accept the initial text or withdraw the marker application. The sponsor has just one opportunity to submit changes/corrections. No additional changes will be made except to correct factual errors.

Dedication Ceremonies

Sponsors are urged to hold a marker dedication ceremony. Dedication ceremonies offer a way to present the history that the marker commemorates to the community, both to those present and the larger community through press coverage of the event. They also honor the sponsor that made the marker possible. The presence of local officials emphasizes the importance of the occasion. Each dedication ceremony should be unique, reflecting the community in which it takes place. To assist sponsors, the Arkansas Historical Marker Program offers *Planning a Historical Marker Dedication Ceremony* ([link to PDF](#)).

Upon receiving notification that the marker has been approved you should begin to plan the dedication ceremony. It is best to wait until after the marker is delivered to set a date and time for the dedication ceremony. As soon as a date is chosen, notify the Historical Marker Program Coordinator, who will post the information on the marker website. The sponsor sends press releases to the local media and arranges media coverage of the ceremony.