

TEXAS HISTORICAL COMMISSION

OFFICIAL TEXAS HISTORICAL MARKER PROCEDURES for proposed amendment, relocation, replacement or removal of markers Revised July 24, 2020

CORRECTIONS AND AMENDMENTS

An individual, organization or County Historical Commission (CHC) may apply for a replacement plaque or for a supplemental plaque to correct or amend an existing historical marker under two sets of circumstances:

- To correct the misspelling of a name, to correct a date, or to correct text that is not historically accurate. In such cases, the cost of the correction will be paid by the Texas Historical Commission (subject to availability of funds).
- For any other purpose, such as to provide additional or more detailed factual information, to clarify information, or to update obsolete information. In such cases the cost will be paid by the sponsor.

In either case, the sponsor is responsible for submitting a completed application and any necessary supplemental documentation. Proposed language will be reviewed by THC staff, and any new language must be approved by the Commission itself. THC staff will determine in each instance whether a replacement plaque or a supplemental plaque will be used, will coordinate the application with the sponsor and CHC and forward the submitted application materials, additional documentation, and a recommendation to the Commission to be considered at their next available quarterly meeting. A supplemental plaque should be attached to an existing marker post or installed along with or adjacent to an existing marker.

RELOCATIONS

An individual, organization or County Historical Commission (CHC) may apply for relocation of a historical marker. Common reasons for such an application include when relocation will result in improved public access, when a proposed new location has a closer historical association with the marker topic than the current location, or when a marker is being stored temporarily to accommodate a construction project. The sponsor is responsible for a completed application (which includes property owner permission and CHC approval), supplemental documentation, and any funds associated with relocation. In rare instances, if the marker was originally installed at the wrong location, the THC may pay costs associated with moving the marker to the correct location. The THC cannot assume liability for damages or injuries.

- If the proposed relocation is for one of the reasons listed above, THC staff will coordinate the application with the sponsor and CHC and will approve or deny the request for relocation. In some cases, THC staff will recommend the addition of a supplemental plaque to the marker post to clarify or correct part of the inscription due to the new location.
- Any other request for relocation must be approved by the Texas Historical Commission itself. THC staff will coordinate the application with the sponsor and CHC and forward the submitted application materials, additional documentation, and a recommendation to the Commission to be considered at their next available quarterly meeting.

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

TEXAS HISTORICAL COMMISSION

(OFFICIAL TEXAS HISTORICAL MARKER PROCEDURES, Revised July 24, 2020, continued)

REPLACEMENTS

An individual, organization or County Historical Commission (CHC) may apply for a replacement historical marker. Common reasons for an application include when a marker is missing or damaged, or when there is an opportunity for a more accurate and detailed inscription. The sponsor is responsible for a completed application (which includes property owner permission and CHC approval), supplemental documentation, and funds for the replacement.

- A replacement marker may have exactly the same inscription as the existing marker. In that case, THC staff will coordinate the application with the sponsor and CHC and will proceed with the foundry order when funds are received and the inscription has been approved by the CHC.
- A replacement marker may have a revised inscription to reflect more accurate or detailed information or to match modern stylistic considerations. In that case, THC staff will coordinate the application with the sponsor and CHC and will proceed with the foundry order when funds are received and the inscription has been approved by the CHC and the Commission itself.
- If the purpose of the replacement marker would be to correct the misspelling of a name, to correct a date, or to correct text that is not historically accurate, please see CORRECTIONS AND AMENDMENTS above.
- Proposed replacement of a marker for any reason not listed above must be approved by the Commission itself. In such a case, the THC will develop an inscription satisfactory to the requesting party and provide information to the CHC about the process, including how to submit any necessary documentation. THC staff will evaluate the request and forward the submitted application materials, additional documentation, and a recommendation to the Commission at their next available quarterly meeting.

REMOVALS

An individual, organization, County Historical Commission (CHC) or THC staff may identify a historical marker which they propose for removal. Common reasons for a request include severe damage or deterioration, an inscription that lacks proper context or which has poor educational value, or when an existing marker is in the process of being replaced. The sponsor must submit a written request (including property owner permission and CHC approval), supplemental documentation, and any funds associated with removal. The THC cannot assume liability for damages or injuries.

- Marker removals must be approved by the Texas Historical Commission. THC staff will coordinate the request with the sponsor and CHC and will forward the submitted materials, additional documentation, and a recommendation to the Commission at their next available quarterly meeting. If approved, the sponsor must arrange for removal in such a way as to protect the condition of the marker, and must deliver the marker to a location specified by THC at the sponsor's expense.

For current application forms or more information contact:

Texas Historical Commission, History Programs Division, P.O. Box 12276, Austin, Texas 78711-2276,
<https://www.thc.texas.gov/markers>, 512.463.6063, markers@thc.texas.gov

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