

Title 13. Libraries, Archives, and Cultural Resources
Chapter III. Arkansas Historic Preservation Program, Division of Arkansas Heritage, Department of Parks, Heritage, and Tourism
Subchapter A. Generally
Part 10. Arkansas Historical Marker Program Guidelines
Subpart 1. Generally

13 CAR § 10-101. Rule summary.

(a) This part creates guidelines and processes for the administration of the Arkansas Historical Marker Program.

(b) The markers will commemorate the past by acknowledging historically significant people, places, and events in Arkansas.

(c) Markers must be sponsored by civic groups and organizations and not solely by individuals.

Authority. Arkansas Code § 13-7-104.

13 CAR § 10-102. Introduction.

(a) The Arkansas Historical Marker Program, established in 2017 by the Division of Arkansas Heritage, is another way the division is fulfilling its mission to preserve and promote our state's valuable cultural and historic resources.

(b) The markers:

(1) Commemorate the past by acknowledging the historically significant people, places, and events that have shaped our state; and

(2) Confirm the importance of educating the public about these Arkansas treasures.

(c) Even though national and state events are sure to be recognized in the marker program, local history is just as important, and having communities come together in this endeavor is rewarding and beneficial for our state as a whole.

(d) The Arkansas Historical Marker Program creates a visible and lasting tribute to our history, heritage, and shared identity as Arkansans.

(e) Before completing your application, please read the following pages.

(f) Send your application and all required documentation to:

Arkansas Historical Marker Program
Division of Arkansas Heritage
ATTN: Historical Marker Program Coordinator
1100 North Street
Little Rock, AR 72201

Authority. Arkansas Code § 13-7-104.

13 CAR § 10-103. General marker criteria.

(a)(1) In order for a historic person, place, or event to be eligible for marker commemoration, the significance must have been attained at least fifty (50) years ago.

(2) There are exceptions if the person, place, or event is of extraordinary historical significance.

(b) No living person shall be commemorated.

(c)(1) Markers must be sponsored by civic groups and organizations and not solely by individuals.

(2) If you are a private property owner and wish to apply for a marker to commemorate an event or person pertaining to your land, you may partner with a local organization (chamber of commerce, historical society, etc.).

(d) The application must go through the proper approval process as stated below with the Historical Marker Program Review Committee having the final approval on marker eligibility and text.

(e) Markers are the property of the State of Arkansas.

(f)(1) All markers are manufactured by a vendor selected by the Division of Arkansas Heritage.

- (2) The markers have:
 - (A) The approximate dimensions of forty-two inches wide by thirty inches high (42" x 30") with a seven-foot post and one-inch lettering; and
 - (B) A uniform design preselected by the division.
- (g)(1) Cost of the marker is split fifty-fifty between the sponsor and the division.
 - (2) See the application for current pricing details and a photo example.
 - (3) Additionally, a maintenance fee will be added to the total cost in order to supplement future repairs or replacement if the marker is damaged or destroyed.
 - (4) Regular maintenance of the marker, such as cutting the grass around marker, is the responsibility of the sponsor.
- (h)(1) Installation of the marker is the responsibility of the sponsor.
 - (2) The sponsor must:
 - (A) Have the location approved by the local or county public works; and
 - (B) Gain the proper permits if necessary.
 - (3) If the marker is to be installed by the Arkansas Department of Transportation, then see which district engineer to contact provided through the link on the application.
- (i)(1) Please notify the Historical Marker Program Coordinator when planning your dedication ceremony.
 - (2) The division will:
 - (A) Promote the celebration; and
 - (B) Assist with unveiling the marker.

Authority. Arkansas Code § 13-7-104.

13 CAR § 10-104. How to apply for a historical marker.

- (a) The historical marker application may be updated at the discretion of the Division of Arkansas Heritage to satisfy the needs of the program.
- (b) **Download application to get started.** Put link here.

(c) If you would prefer to have an application mailed to you, please contact the Historical Marker Program Coordinator at (501) 324-9150.

(d)(1) Remember, the entire application must be completed.

(2) Make sure you:

(A)(i) Obtain written and signed permission and/or any necessary city or county permits needed to install the marker.

(ii) These are to be from the landowner, local public works, and/or city or county government.

(iii) If the marker is to be placed on a state highway, United States highway, or other state maintained right-of-way, please contact the Arkansas Department of Transportation district engineer (see link on application) for permit information;

(B)(i) Map the marker location.

(ii) On a copy of a city, county, United States Geological Survey topographic map, or a sketch map, indicate the marker's proposed location.

(iii) Be sure to include cross streets and a north arrow.

(iv) Indicate where visitors may park to read the marker.

(v) Photograph the proposed marker location; and

(C)(i) Include copies of your primary sources to support the marker text.

(ii) Create a list of facts and copy the relevant pages of the supporting documentation.

(iii) Label each page with the fact number it represents and the complete citation.

Authority. Arkansas Code § 13-7-104.

13 CAR § 10-105. Additional information on documenting marker facts.

(a) Each application must be supported by primary sources such as:

(1) Letters and diaries;

(2) Deeds;

- (3) Census records;
- (4) Tax records;
- (5) Court records;
- (6) Contemporary newspaper accounts; and
- (7) Photographs.

(b)(1) Primary sources may be supplemented with secondary sources, including:

- (A) National Register of Historic Places or Arkansas Register of Historic Places nomination forms;
- (B) County histories;
- (C) Biographies; and
- (D) Reports of cultural resource investigations and archaeological investigations.

(2) The Historical Marker Program Review Committee determines if the secondary sources submitted are acceptable.

(c)(1) Please send only copies of your primary and secondary documents as these submitted materials will not be returned.

(2) Label each copy with the number of the fact documented and the complete citation (see citation requirements below).

(3) If copies are made from microfilm, include the roll number in the citation.

(4) If you have any questions regarding documentation or how to cite a source, contact the Historical Marker Program Coordinator.

Authority. Arkansas Code § 13-7-104.

13 CAR § 10-106. Citations.

(a) Book:

- (1) Author;
- (2) Title;
- (3) Publisher;
- (4) Publisher city and state;

- (5) Date published; and
- (6) Page number.

(b) Newspaper:

- (1) Name of newspaper;
- (2) Name of article;
- (3) Author (if given);
- (4) Date; and
- (5) Page number.

(c) Journal article:

- (1) Name of journal;
- (2) Name of article;
- (3) Author;
- (4) Volume and number;
- (5) Month;
- (6) Year; and
- (7) Page number.

(d) Letter:

- (1) Name of writer and who the letter was written to;
- (2) Date the letter was written;
- (3) The name of the collection; and
- (4) The name of the college, library, museum, etc., where the collection is

located.

(e) Manuscript:

- (1) Name of the writer/creator;
- (2) Date;
- (3) The name of the collection; and
- (4) The name of the college, library, museum, etc., where the collection is

located.

(f) Government record:

- (1) Name and type of record (tax, deed, census, etc.);

- (2) Date;
- (3) Book and page number (if applicable); and
- (4) The name of the courthouse, college, library, museum, etc., where the documents are located.

Authority. Arkansas Code § 13-7-104.

13 CAR § 10-107. Application approval process.

(a)(1) Marker application and all supporting documents (copies of primary sources and location map) should be sent by the sponsor group to the Historical Marker Program Coordinator who verifies that all required documentation with citations is complete.

(2) If the application is incomplete, then the coordinator will return materials to the sponsor detailing needed information.

(3) If the application is complete, then the coordinator gives the materials to the Historical Marker Program Review Committee for thorough examination.

(b) The committee consists of:

- (1) The coordinator;
- (2) An Arkansas Historic Preservation Program representative;
- (3) The State Historian or his or her designee; and
- (4) Two (2) additional Arkansas history academics appointed by the Director of the Division of Arkansas Heritage.

(c)(1) Once it is determined that the proposed marker is eligible, then the marker text will be drafted.

(2) The sponsor will be sent a copy for review of text accuracy only.

(d)(1) Once the sponsor receives the proposed text, any comments or changes must be returned within thirty (30) days or the application will be considered void.

(2) If the committee declines to make the changes submitted by the sponsor, the sponsor can:

- (A) Accept the initial text; or

(B) Withdraw the marker application.

(3) Final approval of marker text rests with the committee.

(e)(1) Once final marker approval notification has been given by the committee, then the sponsor's half of marker payment and the additional maintenance fee will be requested.

(2) Marker price includes prepaid delivery to anywhere in Arkansas.

(3) This amount must be sent within thirty (30) days of receipt of final approval.

(4) Marker will be ordered after payment is received with delivery time depending on the marker vendor.

(f)(1) Marker will be shipped by vendor to sponsor group/organization address (no private residences).

(2) Once the marker is delivered, the sponsor can then:

(A) Make the necessary arrangements for installation; and

(B) Begin planning the dedication ceremony.

(g)(1) Dedication ceremonies offer a wonderful way to present the history that the marker commemorates to the community, both to those present at the unveiling and to the larger community through press coverage.

(2) These ceremonies are a chance to:

(A) Honor the sponsor;

(B) Have the participation of local officials and media; and

(C) Celebrate the uniqueness and importance of our state.

(3) The Division of Arkansas Heritage will promote the event, and, schedule permitting, a representative of the division will attend the dedication and deliver a short address.

(h)(1) The Arkansas Historical Marker Program is funded by the one-eighth-cent conservation tax, which is a limited source shared by many programs.

(2) Applications will be funded only as funds are available.

(3) Not every application can be funded.

Authority. Arkansas Code § 13-7-104.

Appendix A. Arkansas Historical Marker Program Application

Link:

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/39/13CARpt.10Application.pdf>