

**Arkansas Civil War Sesquicentennial
Historical Marker Program
Application Guidelines**

The Historical Marker Program is just one way in which the Arkansas Civil War Sesquicentennial Commission (<http://www.arkansascivilwar150.com>) is fulfilling its mission to support a statewide observance of the 150th anniversary of the American Civil War that is educational, comprehensive and inclusive; that tells the story of the Civil War in Arkansas without making judgments about the actions and motivations of the people who took part in the war; and that stresses the relevance to Arkansans today by promoting local observances and acknowledging the impact the Civil War had on modern Arkansas.

About the Historical Marker Program

The Arkansas Civil War Sesquicentennial Commission began the Historical Marker Program in 2010 to recognize the people, places and events associated with the Civil War in Arkansas. The goal of the program is to place at least one marker in every Arkansas county during the Civil War Sesquicentennial Observance, which ends December 31, 2015.

Historical markers commemorate the sesquicentennial of the Civil War in a very visible manner and will create a lasting tribute to Arkansas Civil War history. Historical markers tell important local stories that have not been told and remind Arkansans that the Civil War touched every county in Arkansas, not only those in which battles took place. Every county in Arkansas is urged to participate in the historical marker program. Every county can benefit from the program, which encourages entire communities to discover their important Civil War 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 (501-324-9886; acwsc@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. 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 Civil War Sesquicentennial 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, or *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies*, popularly known as the *OR*.

Primary sources may be supplemented with secondary sources including National Register of Historic Places or Arkansas Register of Historic Places nomination forms, contemporary regimental histories, county histories, biographies, and reports of cultural resource investigations and archaeological investigations. The Arkansas Civil War Sesquicentennial Historic 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 it is presented to the Arkansas Civil War Sesquicentennial Commission for review. If the marker is approved the sponsor is notified and 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 Commission. Appeals of Rehabilitation Tax Credit 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 Civil War Sesquicentennial Historical Marker Program suggests reviewing the Texas Historical Commission's *Planning a Historical Marker Dedication Ceremony* at

http://www.thc.state.tx.us/markerdesigns/madwordfiles/mrkrddctn_flyr.doc.

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.

A member of the Arkansas Civil War Sesquicentennial Commission will attend the dedication ceremony and deliver a short address. Those present will be invited to attend a showing of the Arkansas Civil War Sesquicentennial Commission video and to meet with the Commission representative following the dedication.