

TEXAS PRESERVATION HANDBOOK

for County Historical Commissions



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TEXAS HISTORICAL COMMISSION
real places telling real stories

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SECTION 1: The Texas Historical Commission

The Texas Historical Commission (THC) is the state agency for historic preservation. Its mission is to protect and preserve the state's historic and prehistoric resources for the use, education, enjoyment and economic benefit of present and future generations.

It is important for the county historical commission (CHC) to understand the general organization of the THC in order to relate its goals and activities to services provided by the agency. A chart showing the organizational structure of the THC is provided in Figure 1.

Commissioners

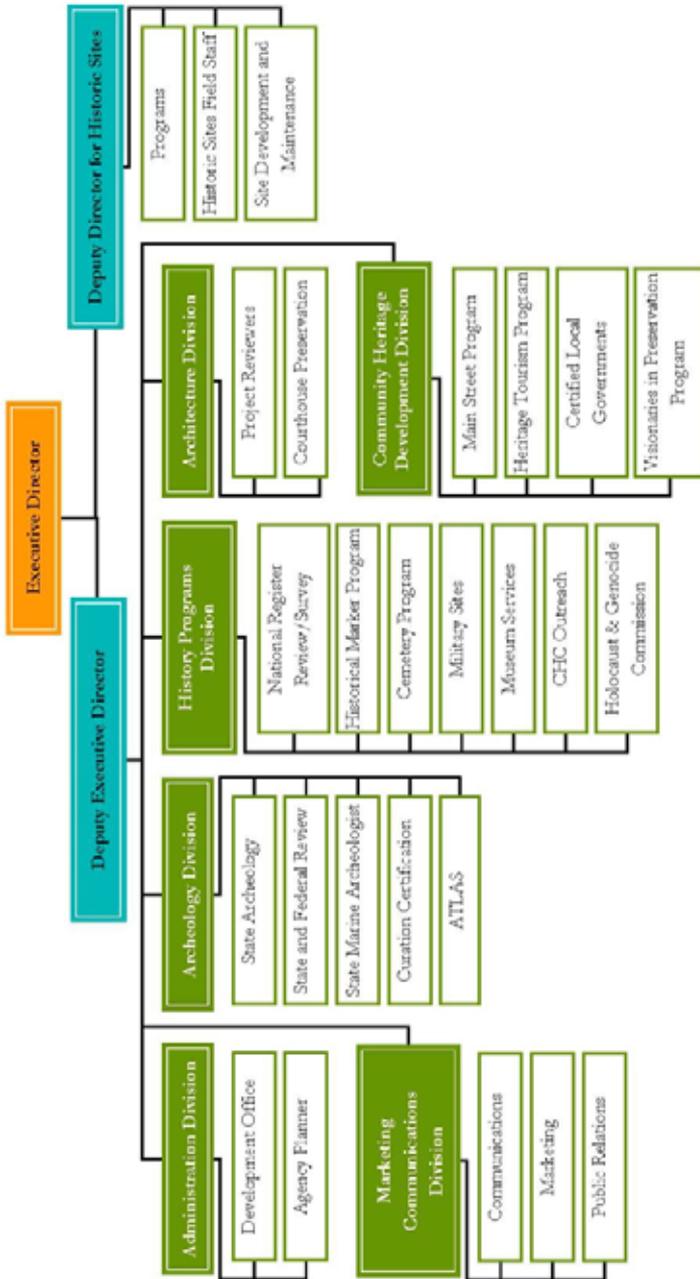
The THC is overseen by 17 governor-appointed members. They serve six-year terms and are involved actively in all phases of THC work. Each member serves on several committees that direct agency programs. The commission members serve as volunteers and are not paid for their work. The governor appoints the chair of the commission. A list of commission members is posted on the THC web site.

THC Commission meetings are held quarterly and are open to the public, with agendas published in advance. Meeting dates and locations are published on the THC web site calendar. CHC appointees are invited to attend any meeting of the THC. Minutes and related records from commission meetings are filed at the THC Library in Austin and are accessible to the public; please contact our agency to schedule library access.

Staff

The staff of the THC is headquartered in Austin, with field offices at 20 historic sites across the state. THC staff, comprised of archeologists, architectural historians, historians, architects, planners, preservation specialists, administrative staff and other disciplines, carries out the day-to-day activities of the THC.

Figure 1: Texas Historical Commission Organizational Chart



State and Federal Programs

The THC was established in 1953 as the Texas State Historical Survey Committee out of gubernatorial and legislative concern for the increasing loss of the state's history. Although the agency was not funded for several years, it now receives both state and federal funds, as well as private contributions and funding from other agencies as part of interagency contracts, but it must go before each legislative session to request funding for the next two years. THC programs and activities are authorized in the Texas Government Code, Chapter 442, which comes under review every 12 years under the Texas Sunset Act. This statute was updated by the 77th Texas Legislature in 2001.

Not only does the THC administer state preservation programs, it is also the coordinating agency in Texas for federal preservation activities. The National Historic Preservation Act of 1966 established the federal preservation program as a partnership between the states and the federal government. Each state provides input into the federal preservation process through the State Historic Preservation Officer (SHPO), whose office reviews all projects with federal involvement and serves as the state's voice in federal preservation matters. In Texas, the executive director of the THC serves as the SHPO.

TEXAS HISTORICAL COMMISSION DIVISIONS

Below are descriptions of the various divisions and their responsibilities. Contact information for divisions and program staff are found in Appendix I.

Administration

The administrative center of the agency includes the office of the executive director and the accounting and purchasing functions for the THC. Staff:

- Coordinates strategic planning and visioning for the agency.
- Prepares required legislative and financial reports.
- Coordinates the meetings of THC commissioners.

- Provides matching grants through the Texas Preservation Trust Fund.
- Handles incoming mail and telephone calls.
- Manages agency purchasing, accounting, inventory, and maintenance of buildings and vehicles and personnel matters.

Archeology

The Archeology Division works to identify, protect and promote Texas' irreplaceable archeological heritage. Staff:

- Reviews public construction projects that may impact significant archeological sites.
- Administers the State Archeological Landmark designation program.
- Serves as support staff for the Texas Antiquities Advisory Board, which counsels the THC on matters related to the Antiquities Code of Texas.
- Records and evaluates archeological sites.
- Conducts and reports on archeological research and investigations.
- Directs the Texas Archeological Stewardship Network, a statewide network of avocational archeologists who assist THC archeologists in preserving valuable sites and collections and with public outreach efforts.
- Coordinates with public and private partners in the annual observance of Texas Archeology Awareness Month.
- Administers an active marine archeology program, including the acclaimed La Salle Archeology Projects.
- Assists landowners to preserve and protect important archeological sites on their property.
- Administers the Historic Texas Lands plaque program, which recognizes landowners who have preserved important archeological sites on their property.
- Coordinates the Curatorial Facilities Certification Program, designed to identify appropriate curatorial facilities to house archeological collections generated from public lands in Texas.

Although the program is a requirement for those wishing to house such collections the program is open to any curatorial museum that desires to prove they adhere to the highest standards of collections management set by the state.

Architecture

The Architecture Division works to preserve and protect Texas' diverse architectural heritage. Staff:

- Provides design and rehabilitation advice to assist with preserving above-ground properties such as buildings, structures and cultural landscapes.
- Reviews proposed changes to Texas historic county courthouses under special legislation.
- Administers the Texas Historic Courthouse Preservation Program, providing matching grants to assist courthouse restoration projects throughout the state.
- Administers the Texas Courthouse Stewardship Program to assist counties by fostering facility maintenance, planning, budgeting and training.
- Administers the Texas Preservation Trust Fund Grant Program for architecture related projects.
- Reviews rehabilitation projects eligible for federal tax credits.
- Monitors the condition of the state's National Historic Landmarks.
- Permits work to historic buildings designated as State Archeological Landmarks.
- Reviews work to the exterior of historic buildings and structures designated as Recorded Texas Historic Landmarks.
- Ensures that the highest preservation standards are observed for the Texas Governor's Mansion.
- Holds and monitors preservation agreements for significant cultural landmarks to ensure long-term preservation of the property.
- Reviews public construction projects that impact historic properties.

- Consults with property owners seeking to meet American with Disabilities Act standards.
- Oversees the care and maintenance of the THC's historic buildings.
- Works with state and federal agencies in response to natural disasters that impact historic structures.

Community Heritage Development

This division acts in partnership with communities and regions to revitalize historic areas, stimulate tourism and encourage economic development through the use of preservation strategies. Staff:

- Administers the Texas Main Street Program, a program for downtown revitalization focusing on organization, promotion, design and economic restructuring.
- Administers the Certified Local Government program, which provides preservation training and matching grants to qualified cities and counties that utilize professional preservation practices.
- Coordinates the Visionaries in Preservation Program, designed to assist communities in identifying and implementing preservation goals.
- Coordinates the agency's heritage tourism program, including creating brochures, maps and travel guides for heritage tourists.

Historic Sites

The Historic Sites Division is responsible for overseeing the agency's 20 historic attractions located throughout the state. Staff members provide expertise in archeology, architecture, curation, interpretation, maintenance and marketing. The attractions range from Native American ceremonial mounds to grand Victorian mansions to expansive frontier forts. See the THC web site for a complete list of historic sites.

History Programs

History Programs works with citizens, CHCs, museums, cemetery associations, local governments, state and federal agencies and other

interested parties to identify, evaluate and interpret the historic and cultural resources of Texas. Staff:

- Administers a program to list Texas properties and sites in the National Register of Historic Places.
- Reviews historic properties potentially affected by federally funded or permitted projects and properties undergoing rehabilitation through the federal tax incentive program to determine whether they are eligible for listing in the National Register.
- Administers the state's historical marker program.
- Coordinates a cemetery preservation assistance program, including the Historic Texas Cemetery designation.
- Provides consultation to history museums across the state, administers the museum grant and museum awards programs and sponsors a variety of training opportunities for small museums.
- Provides assistance to educate and empower CHCs; also manages the CHC email listserv, the CHC mailing list and end-of-year reporting activities for CHCs.
- Oversees the statewide survey effort for architectural properties and assists local organizations interested in undertaking historic resources surveys.
- Manages a military sites program to document, commemorate, preserve and promote historic sites involving Texas military personnel in Texas and other states.
- Administers the agency's library, where you can find National Register and state historical marker files, as well as a large collection of county history books and other preservation resources.
- Administers the THC's awards program.

Marketing Communications

Marketing Communications promotes the agency's programs and projects and develops outreach strategies to increase awareness of the agency's mission and purpose. Staff:

- Publishes the agency's free bi-monthly newsletter, *The Medallion*.
- Coordinates logistics for the agency's Annual Historic Preservation Conference.

- Designs and produces promotional materials such as brochures, invitations, programs, ads and flyers.
- Produces and maintains content for the agency's web site.
- Develops and implements all heritage tourism and historic sites marketing and promotions.
- Plans and executes special events and press conferences.
- Contracts video and photography services.
- Provides editing services for the agency.
- Coordinates public and media relations and serves as the public information office.
- Develops and implements marketing communications campaigns.

FRIENDS OF THE TEXAS HISTORICAL COMMISSION

Organized in 1996, Friends of the Texas Historical Commission is a nonprofit organization dedicated to supporting the historic preservation endeavors of the THC. Support from Friends comes in the form of grants and contributions from corporate, foundation and individual donors. The partnership between Friends and the THC allows the agency to leverage limited public funds through matching grant opportunities. It also allows the agency to quickly access funds for historic preservation purposes when unforeseen situations arise.

Friends of the THC is overseen by a board of trustees, that includes the executive director of the THC, selected on the basis of their ability to provide either preservation, operational or investment advice to the organization and to ensure the activities of the organization support the preservation efforts of the THC. All donations to Friends of the THC are tax-deductible.

COUNTY HISTORICAL COMMISSION OUTREACH PROGRAM

In April 2007 the Texas Historical Commission (THC) approved a new program to address the needs of county historical commissions, the County Historical Commission Outreach Program (CHC Outreach).

The CHC Outreach Program has been serving CHCs with two full-time staff specialists since June 2008. The goals of the CHC Outreach Program are as follows: empower county historical commissions (CHCs) through training and assistance, educate officials and strengthen public policy concerning preservation, expand partnerships and communication network for CHCs, elevate the social and economic benefits of preservation, build sustainable CHCs, and to explore additional funding opportunities for CHC projects.

CHCs are authorized by state law to carry out preservation programs in each of Texas' 254 counties; these statutes also include various responsibilities between the THC and each CHC. CHC Outreach serves as the THC main point of contact for CHCs and works with counties to promote preservation education and advocacy throughout Texas. CHCs submit annual reports describing ongoing preservation activity; after evaluating the reports, CHC Outreach recommends THC programs and services that will address the areas of need and also suggests local, regional and statewide partners that may enhance the overall outcome of the work.

CHC Outreach also assists counties establish planning documents that are consistent with the Statewide Preservation Plan for Texas and incorporate appropriate preservation projects recommended by county officials.

The CHC Outreach Program is housed within the History Programs Division of the Texas Historical Commission and can be reached by telephone at 512/463-5853.

Section 2: The County Historical Commission

In this section, you will find general information about the role and organization of the county historical commission (CHC).

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SECTION 2: The County Historical Commission

The Texas Legislature set up the system of county historical commissions (CHC) to assist local commissioners courts and the Texas Historical Commission (THC) in the preservation of each county's historic and cultural resources. The duties and responsibilities of a CHC are set forth in detail in Texas' Local Government Code, Chapter 318 (see Appendix II). The statute is fairly broad, leaving latitude for CHCs to organize and undertake activities appropriate to their county's size and resources. The statute does have some specific requirements that apply across the board to all CHCs, and these should be heeded.

MEMBERS AND MEETINGS

Organization and Bylaws

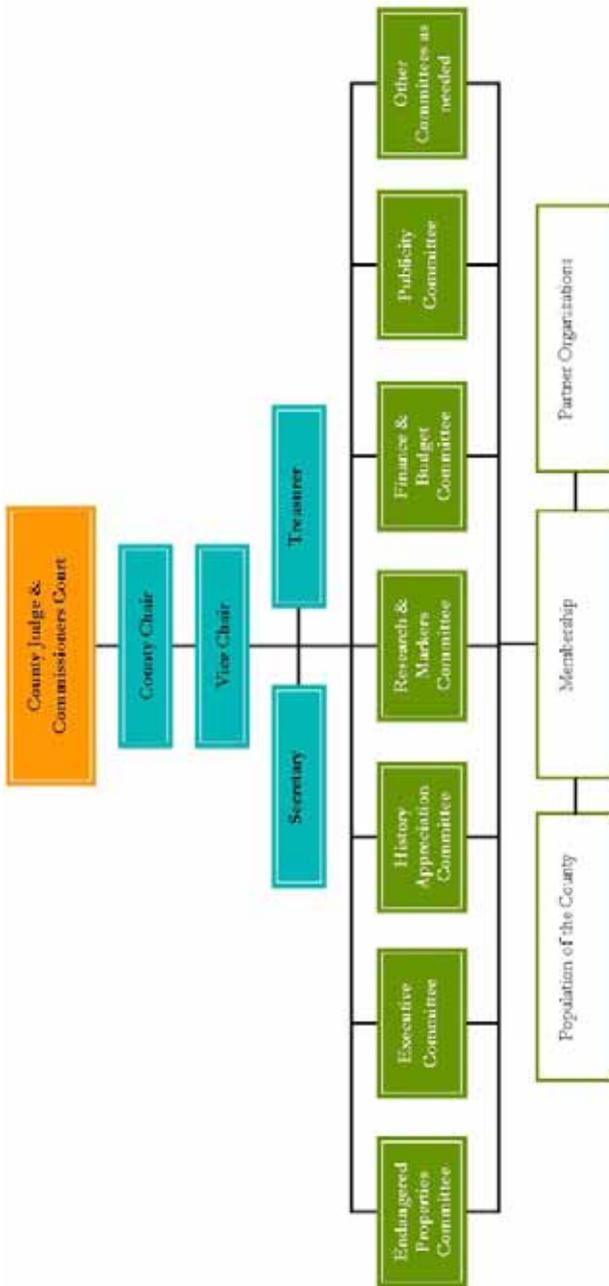
To be a leader in preserving local history, a CHC should apply effective organizational methods to both personnel and activities. This section of the handbook provides a model organizational structure, a discussion of fiscal responsibilities and planning, and a description of basic committees that should be formed. The organizational chart (Figure 2) shows the lines of communication that should result in well informed and active commission members.

Of primary importance is the need for a CHC to establish a set of rules (bylaws) for its own regulation. Bylaws should cover at least the following aspects of the CHC: name, purpose or objectives, membership, officers and their duties, method of selecting officers, meetings, committees and their duties, method of reporting activities, parliamentary procedures and method of amending bylaws. Once a CHC has adopted bylaws, the county commissioners court should ratify them. Sample bylaws are available from THC's County Historical Commission Outreach Program (CHC Outreach).

Size and Structure

The CHC must have enough members to accomplish its goals, and each member must have a specific role to play. The statute authorizing

Figure 2 Suggested County Historical Commission Organizational Chart.



the appointment of CHCs does not limit the size of a commission, except to set a minimum number of seven county residents. Therefore, the county commissioners court may appoint as many commission members as needed to carry out the CHC's goals, in keeping with the CHC's bylaws. Regardless of number, appointees should be willing and able to fulfill the responsibilities of a county historical commission; this appointment should not be viewed as perfunctory unless an individual appointee is assigned some sort of advisory or non-voting member status.

Some CHCs even allow for non-county residents on the commission; as long as there are seven county residents, the basic requirement of the statute is fulfilled. Although the statute provides for commission appointments during January of odd numbered years, it does not forbid further appointments as needed at other times. It does require the commissioners court to fill a vacancy on the commission for the remainder of the unexpired term.

Commission membership must be as balanced as possible. Consider a balance of men and women, ethnic groups representative of the county's population, and a variety of age groups. Recruit at least one member from each community in the county as well. Members should have an interest in historic preservation and an understanding of local history and resources. Please make sure the county judge provides the THC's CHC Outreach Program with a list of appointed members and their contact information (mailing addresses, phone and fax numbers, email addresses) as soon as appointments are made.

Note that the statute does not address the issue of CHC officers. This is a matter left to each county and an issue that should be addressed in the bylaws. Some counties elect officers, including the chair; in other counties, the commissioners court appoints the chair.

Frequency and Location of Meetings

The CHC is required by statute to meet at least **four times** per year but may meet as often as the commission decides under its adopted rules. When determining the frequency and locations of meetings, consider the following:

- location of commission members and distance from each other;
- activities being carried out by the commission;

- types of meetings held and length of time allotted for them; and
- availability of suitable meeting places.

The THC encourages CHCs to host meetings in different communities in the county to generate countywide support for and interest in the CHC program. For publicity purposes, local news media should be invited to every meeting.

Open Meetings

As an arm of county government, the CHC is subject to the laws that regulate governmental subdivisions. One such law is the Open Meetings Act, contained in the Texas Government Code, Chapter 551. In accordance with that statute, CHC meetings must be open to the public. The applicable sections of the statute read as follows:

- §551.002 Every regular, special, or called meeting or session of every governmental body shall be open to the public
- §551.041 A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.
- §551.043 The notice of a meeting of a governmental body must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting.

The county clerk can assist with posting notice of the meeting. The county attorney's office should have a copy of the complete statute for those who need more information. It is also available on the Office of the Attorney General's web site: www.oag.state.tx.us (click the Open Government links).

Training and Education

CHC appointees should have a demonstrated interest in historic preservation when they are appointed to the commission. New CHC members should be trained in the structure and activities of the commission. Once on the CHC, members should keep informed of preservation trends and issues on local, state and national levels. A variety of opportunities exists for continuing education, including, but not limited to, the following:

- *The Medallion* is the THC's free bi-monthly publication. Contact

the THC's Marketing Communications Division if you are not currently receiving *The Medallion*.

■ The Annual Historic Preservation Conference, held each spring (in Austin during odd-numbered years and in other cities around the state in even-numbered years), is a great opportunity for training and networking with other preservationists from around the state.

■ A host of state and national preservation organizations offer newsletters, magazines, seminars and conferences that provide continuing education. Check out the organizations in Appendix I, including Preservation Texas, Inc., the Texas Association of Museums, the National Trust for Historic Preservation and the American Association for State and Local History.

Each CHC should strive to be represented at at least two preservation conferences or seminars per year.

COMMITTEES AND THEIR DUTIES

Role of Committees

A sound committee organization within the CHC will ensure the success of the county historic preservation program. It is important to appoint committee members on the basis of their interests.

Committee members can help set their committee's long-range goals and annual program of work; however, the committee chair must coordinate all activities and be responsible for communicating with the CHC chair. Committees should initiate projects only as necessary. Do not duplicate existing projects and activities being carried out by other historical or preservation groups. Coordinate projects with other groups as much as possible.

The following are suggested duties and responsibilities for basic CHC committees. Keep in mind that these are only guidelines and each CHC should incorporate what will work best for each local circumstance. The committees you ultimately organize will depend upon your goals and objectives.

Finance and Budget Committee

The Finance and Budget Committee is responsible for all matters

relating to the CHC's fiscal responsibilities. This includes management of the CHC's budget and funds in accordance with county government procedures. The committee's activities include the following:

- Determine when the county budget is prepared, and request both personally and in writing that the commissioners court budget county funds for the work of the CHC; present a detailed program of work to substantiate the request.
- Work with the county treasurer to determine the total amount of CHC expenditures for the year and prepare a budget. Remember the budget and the year's program of work should be parallel documents.
- If necessary, raise private funds to supplement county appropriations; make sure privately raised funds are managed in accordance with county government regulations.
- Use the CHC's budget to guide expenditures made in carrying through the year's program of work. Make necessary reports to county officials.

Executive Committee

The Executive Committee is generally composed of CHC officers, however, others may be assigned based on demonstrated leadership abilities and interest in historic preservation. Activities of the committee might include the following:

- Act as liaison between the CHC and the THC.
- Make decisions regarding CHC work between regular meetings as might be provided for in the bylaws.
- Provide training for new commission members.
- Act as liaison between the CHC and individuals or organizations seeking advice on, assistance with, support for or sponsorship of preservation projects.
- Make visitation arrangements with neighboring CHCs to exchange ideas and programs and to work on joint projects.

History Appreciation Committee

The History Appreciation Committee should strive to create countywide awareness and appreciation of historic preservation and its

benefits and uses. Potential projects include the following:

- Conduct Texas and county history appreciation programs (see Section 8 for discussion).
- Work with schools and civic organizations to present programs on the county's history.
- Sponsor historical tours, dedications, commemorations and observances (perhaps in conjunction with the Heritage Tourism Committee; see Section 8).
- Organize activities with Junior Historian chapters in the county.

Publicity Committee

The Publicity Committee is responsible for making sure CHC activities are well publicized, so citizens of the county are aware of the commission and its responsibilities in the field of preservation (see Section 8 for more ideas). This committee would be responsible for the following:

- Publicize commission work through news media, speeches and contacts with chambers of commerce, civic and study clubs, and tourist and history-related groups.
- Publish a newsletter.
- Prepare articles and feature stories for local media.
- Cooperate in research, preparation, publication and distribution of maps, guides and pamphlets.

Marker Committee

The Marker Committee is responsible for all matters related to Official Texas Historical Markers (see Section 7 on markers). This responsibility includes the following:

- Survey subjects and sites for possible historical marking.
- Research and prepare marker applications as possible.
- Help persons interested in obtaining a marker through the application process.
- Review all marker applications for accuracy and completeness before submitting them to the THC.

- Establish a system for the periodic review, assessment and maintenance of Official Texas Historical Markers in the county, and monitoring of the condition of Recorded Texas Historic Landmarks.
- Initiate the process for other official designations, such as the National Register of Historic Places, Historic Texas Cemetery and State Archeological Landmark (see Section 5 for discussions of these programs).
- Select a marker chair if appropriate. For more information on marker chairs, marker committee requirements and a marker chair job description go to the THC web site.

Endangered Properties Committee

Keeping a watchful eye out for properties in the county that are threatened by neglect, deterioration, lack of maintenance, insufficient funds, vandalism, inappropriate development or other adverse effects is the responsibility of the Endangered Properties Committee. Activities of this committee might include the following:

- Use the county's survey of cultural resources (see Section 4) to develop a list of high-priority properties to watch. Assign each committee member several of those properties and establish a system for a periodic review and assessment of each property.
- Respond to any requests from the THC for information on endangered properties in your county.
- Identify the "Most Endangered Properties" in your county and publicize them so county residents are aware of their significance. Both the National Trust for Historic Preservation and Preservation Texas have "most endangered" lists you can use as resources, for more information visit their web sites www.preservationnation.org and www.preservationtexas.org. Make sure to coordinate your efforts with the Publicity and History Appreciation Committees. If there is a property that needs technical assistance, please contact the THC's Architecture Division.

Other Committees

Beyond the scope of these basic committees, there is a need for committees that concern themselves with specific preservation

priorities. Again, committees should reflect the CHC goals and objectives.

■ An **Oral History Committee** oversees the commission's endeavors in oral history projects. This committee determines long-range goals for the oral history program, coordinates placement of audio or video-taped interviews and/or transcripts in libraries and other archival centers and oversees funding for projects.

■ An **Archives Committee** oversees the management and preservation of documents pertaining to the CHC.

■ An **Archeology Committee** undertakes activities that promote the preservation of archeological resources such as participation in Texas Archeology Month activities (see Section 8). Due to the irreplaceable nature of archeological resources, the committee would not undertake site investigations. The committee is encouraged to bring archeological sites of major importance to the attention of THC Archeology division staff. The committee may be called upon to assist staff with the coordination of special projects.

■ A **Museum Committee** serves as the liaison between the CHC and the county historical museum, if such exists. This committee should also stay abreast of activities in all museums throughout the county.

■ A **Cemetery Committee** is involved in cemetery surveys, cemetery clean-up days (in conjunction with local cemetery associations) and other similar activities. It may also pursue Historic Texas Cemetery designation for the cemeteries in the county.

■ A **Heritage Tourism Committee** formulates strategy and develops the tools needed to spread the word about the county's historic sites and attractions. It might develop a brochure on historic sites in the county, supplemented by a historical walking tour brochure or a historical driving tour with cassette tape. Committee members should be well versed in the state's heritage tourism programs, including the THC's Heritage Tourism Program (see Section 8 for more information on heritage tourism).

■ A **Public Policy Committee** monitors actions of federal agencies, local governments and developers to ensure that plans for future projects (roads, new construction, housing, etc.) will not endanger a

historic property or area. Historic properties are often lost because the preservation community is not aware of the danger until it is too late. Committee activities might include the following:

- Advise the commissioners court and the THC on citizen thinking and interests, serving as a direct channel for the expression of citizen concern.
- Monitor legal notices in the local newspaper for announcements of public hearings or pending projects and notify the THC when appropriate.
- Testify at hearings of city councils and county government.
- Work closely with local landmark commissions, planning and zoning boards, and councils of government.

■ A **Certified Local Government (CLG) Committee** oversees the CHC's involvement in the federal and state CLG program, administered by the THC. The committee shall consist of at least five but no more than 15 members. All members shall reside in the county for which they serve and must have a demonstrated interest, competence or knowledge in historic preservation. To the extent possible in the county, all CHC members should represent the general ethnic make-up of that community and have professional qualifications in history, planning, architectural history, architecture, archeology or related fields. Descriptions of member qualifications are subject to review and approval by the THC at the time of the Request for Certification process for participation in the CLG program and during periodic audits. Specific duties of this committee include:

- Establish of a process of surveying (identifying), evaluating, registering, documenting and protecting (treatment) of individual historic properties and districts.
- Develop and maintain an inventory of surveyed (identified) individual historic properties and districts.
- Establish of a system for the periodic review of county courthouses, Recorded Texas Historic Landmarks, State Archaeological Landmarks, or individual historic properties or districts listed in the National Register of Historic Places located in the county.

- Adopt the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* as the standards for all CHC activities.

For a complete list of responsibilities pertaining to the CHC's participation in this program, refer to the Texas Administrative Code's rules and procedures for Certified Local Governments. CHCs that are certified may apply for CLG grants to accomplish a variety of preservation-related projects. See Section 9, Grants and Fundraising, of this handbook for information on the CLG grant program.

FISCAL RESPONSIBILITIES

Status in County Government

The CHC is an arm of the county government. Therefore, funds from any and all sources must be deposited with the county treasurer but may be placed in a special CHC account. Because details of fiscal procedures vary from county to county, the CHC's Finance and Budget Committee should become familiar with county procedures and establish a good working relationship with the county auditor or treasurer. Quite often, either or both can assist in the preparation of the CHC's budget. The CHC must make periodic reports to the commissioners court on how it is spending its funds.

The THC recommends that all CHC funding be managed by the county. Any CHC with existing certificates of deposit or money market funds may decide to leave them invested until maturity, but the county treasurer or auditor must clear them before they are reinvested. CHCs that are allowed by the county judge and commissioners court to invest its funds separately must file monthly reports with the county treasurer.

CHCs that hold real property and museum collections should be aware that these are the property of the county and are governed by the commissioners court. Acceptance of donations of real property and collections by CHCs must be approved by the county judge and commissioners court. Collections must be acquisitioned only in accordance with the museum's written collections management policy.

In some counties, it may be advantageous for the CHC to help

establish a nonprofit organization [one with 501(c)3 status] such as a “Friends of the Commission” that functions somewhat separately from the CHC. The bylaws of such a nonprofit group should state that all funds raised go to the CHC, and have some sort of checks-and-balances system to ensure that the work is consistent with the mission of the CHC. Remember, the nonprofit organization must function as a separate group from the CHC. Consult an attorney before establishing a nonprofit corporation and keep in mind the many legal and ethical responsibilities that are carried by nonprofits. More information on establishing a nonprofit is available on the Secretary of State’s web site at www.sos.state.tx.us/corp/nonprofit_org.shtml.

Sources of County Historical Commission Funds

CHCs receive funding from various sources, including the following:

- *County Allocations.* Direct allocations from the county commissioners court in accordance with Chapter 318 of the Local Government Code is the chief source of funding for most CHCs.
- *Special Tax Monies.* A bill passed by the Texas Legislature in 1989 allows cities of 125,000 population or less to allocate as much money as they deem necessary from local hotel/motel tax revenues to carry out preservation projects. Cities of 125,000 or more may allocate up to 15 percent of local motel/hotel tax revenues for preservation projects.
- *Donations.* CHCs, as branches of county government, are tax-exempt entities. All donations made to CHCs are tax deductible for the donors (to the extent allowable by law), the same as if the donations were made to a qualified nonprofit corporation.
- *Fund-raisers.* Some CHCs hold regular fund-raisers such as bake sales, banquets, barbecues, county history book sales, rummage sales, marathon races, pledge drives and many more.

The CHC should use the funds raised from outside sources to help meet its goals and objectives. Typical expenditures include publishing county histories, conducting surveys of historic sites and structures, marking historic places, hosting marker dedication ceremonies, inventorying and preserving historic cemeteries, establishing and operating a county museum, recording oral history interviews, carrying out Texas Archeology Awareness Month activities,

maintaining photograph and document archives, and organizing educational programs and historic celebrations.

Tax-Exempt Status

The Texas Local Government Code, Chapter 318, stipulates that the CHC is an arm of county government. Section 115 of the Internal Revenue Code defines governmental subdivisions and exempts them from paying income tax. Section 170c(1) of the code states that monetary contributions to governmental subdivisions are tax deductible. It follows that CHCs need not incorporate as a nonprofit organization with the Secretary of State.

On the other hand, independent historical societies and similar groups do need to file incorporation papers with the Secretary of State. The procedure is simple, but the services of an attorney still should be obtained. Independent societies also must request tax-exempt status from the Internal Revenue Service; the services of an attorney are recommended for this procedure as well. Forms and more information may be found on the Secretary of State's web site, www.sos.state.tx.us.

The CHC, as part of county government, is exempt from paying the state sales and use tax when transacting business in the name of the CHC. The CHC should be prepared to supply a certificate of exemption from paying the Texas sales and use tax when transacting business with a commercial firm. The current Texas Sales and Use Tax Exemption Certification and other forms are available from the Comptroller of Public Accounts, 800/252-5555 (ask for form #01-339 or on Texas Comptroller of Public Accounts web site at: www.window.state.tx.us/taxinfo/taxforms/01-forms.html).

Independent historical societies, once they have secured federal tax-exempt status from the IRS, must apply to the State Comptroller's Office in Austin for exemption from paying the state sales tax when conducting business with a commercial firm. Historical societies are not allowed to use the county's state sales tax exemption.

Collecting Sales Tax

No organization, either governmental or private, is exempt from collecting the state sales tax when a product or service is sold. An **exception** to this rule applies to periodicals and writings published or

distributed by a nonprofit historical organization. Since a CHC is nonprofit and organized for historical purposes, the books, pamphlets and other writings published and sold by the CHC are exempt from sales tax. If the CHC sells books or other writings published by another qualifying nonprofit organization, those publications are not taxable either. For example, the CHC does not have to collect sales tax on a county history book that it sells as long as it was published by a nonprofit historical organization (that includes the CHC). However, sales tax would have to be collected, reported and paid to the State Comptroller on items such as crafts and other non-written materials.¹

The county auditor or local field office of the State Comptroller can assist the CHC with the procedures involved in collecting state sales taxes.

PLANNING AND BUDGETING

Developing Long-Range Goals

The CHC that plans its work, puts its plan on paper, distributes the plan to members and then follows its plan usually achieves a well-balanced program of work. Planning gives every member of the commission the opportunity to contribute to the success of the year's activities.

If a CHC is being organized or reorganized, one of its first actions must be to set long-range goals. Established CHCs must evaluate past achievements and set new goals as needed. In order to set its goals, the CHC must appoint its committee chairs as early as possible. Be sure to inform committee members of their duties and responsibilities, and permit them to participate in the planning and budgeting process.

Keep in mind the basic goals of historic preservation: the identification, protection and interpretation of historic and prehistoric sites, structures, places and objects. Develop goals by studying what already has been done in the county and what remains to be done. Objectives that cannot be met within the one-year budget period are long-range goals.

¹ Texas Tax Code sec.151.312

Developing an Annual Program of Work

After committee members have established long-range goals and plans, each committee must devise its respective program of work for the year. The CHC's annual program of work should be drawn up at a meeting of the committee chairs, integrating and coordinating the committees' separate plans. The program of work must be flexible, and projects must be scheduled realistically. Too many projects going on at once can cause problems, yet there must be enough diversity to encourage participation by all commission members.

Remember: the objective is to plan your work and then work your plan. The CHC that does this will have no difficulty in gaining community support for its historic preservation program. To aid you in this endeavor, THC has planning templates for CHCs to help jump start the planning process. These templates are available through the CHC Outreach Program staff. In 2011 when the THC statewide preservation plan has been updated and issued, these templates will be adjusted to reflect goals and strategies that have been formulated by local preservationists across the state. More about the statewide planning process is included in Section 3.

Since planning is essential in producing an effective preservation program in your county, THC recommends that all CHCs use some sort of work plan. And, use of CHC planning documents is included in the criteria for receiving a Distinguished Service Award (DSA), THC's award that recognizes outstanding work of CHCs.

Developing an Annual Budget

The CHC's program of work will be meaningless unless it has the proper financial support. Therefore, it is imperative that the commission prepare an annual budget, which is essential to sound planning and financial responsibility.

The yearly budget and program of work should be parallel documents. That is, every planning activity that requires expenditure of funds should be accounted for in one of the basic entries in the budget. Request that each committee chair give a cost estimate for every proposed project and a possible source of income to meet that cost. This kind of planning will enable the commission to produce a

workable budget.

The sample budget in Figure 3 is designed to assist in devising a budget. The sources of income and types of expenditures shown are only examples. The CHC's budget will depend entirely on its program of work. Contact the county auditor and/or treasurer to find out about special county requirements that may affect the form of your budget.

WORKING WITH PRESERVATION GROUPS

The THC's basic statute (Texas Government Code, Chapter 442) states that it is not the intent of the law to duplicate historic preservation efforts. Rather, the THC should guide and direct these efforts where needed or desired. Therefore, CHCs should coordinate with other historical groups as well.

First, identify all local preservation-related groups and determine which are not affiliated with viable state organizations. Strive to coordinate activities of independent local groups with those of other, perhaps more broadly based, organizations. The goal is to minimize duplication of effort on local preservation projects.

Invite the presidents of area historical organizations to serve as ex-officio members of the CHC (if those individuals are not already appointed members). Or, establish a county preservation coordinating council composed of one representative from each local preservation-related group. The council should meet monthly or bimonthly to establish a good communication network. Hosts for the meeting should rotate among the council members.

The CHC statute, as revised by the 77th Texas Legislature in 2001, also encourages the CHC to work in partnership with other preservation entities in the county to prepare a plan for the preservation of the county's historic and cultural resources, using the THC's statewide preservation plan for guidance (see Section 3).

Figure 3 Sample Budget

Please note that the types of income and expenditure listed in this sample budget are only examples; your amounts will differ.

Income

County appropriation	\$8,400
Donations	\$500
Pioneer Day Barbecue	\$1,200
Homes Tour ticket sales	\$1,500

TOTAL INCOME **\$11,600**

Expenditures

Historical markers	\$2,500
Cemetery designations & markers	\$1,100
Dues and subscriptions	\$150
Pioneer Day activities	\$1,200
Homes Tour expenses	\$1,000
Archeology Awareness Month activities	\$500
Office supplies	\$250
Volunteer recognition certificates	\$50
Heritage Tourism brochure	\$3,000
Conference expenses (travel, registration, etc.)	
Regional Workshop	\$300
Annual Preservation Conference	\$1,500
Miscellaneous	\$50

TOTAL EXPENDITURES **\$11,600**

Section 3: Preservation Planning

In this section, you will find information about preservation plans and why they are important, about Texas' statewide plan, how CHCs can be a part of that plan and how CHCs might go about envisioning their own future.

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SECTION 3: Preservation Planning

INTRODUCTION TO PRESERVATION PLANNING

Preservation planning is at the heart of every successful historic preservation program. A preservation plan guides preservation activities, with the goal being the productive use and preservation of significant historic resources for current and future generations. Successful plans are not created in a vacuum — they are the result of hard work on the part of many individuals, organizations, governmental bodies, preservation professionals and elected officials who develop and carry out a shared vision and agenda for preservation.

Preservation planning incorporates the following principles:

- Important historic properties cannot be replaced once they are destroyed. Therefore, preservation planning facilitates continued use of these properties, preserving them in place, avoiding harm when possible and altering or destroying properties only when necessary.
- Planning must begin even before completing the identification of all significant properties.
- Preservation planning includes public participation in an open forum for discussion of preservation issues. Early and continuing public participation is essential to the broad acceptance of preservation planning decisions.
- Planning is a dynamic process. As new information becomes available and as local conditions change over time, it is essential to incorporate the new information, revising the plan as necessary to keep it current and useful.
- Preservation planning explores and connects historic preservation with other planning activities within an area, such as land-use, transportation, housing and economic development.

Preservation planning can occur at several levels: in a project area, in a neighborhood, in a community or county or in the state as a whole. Depending on the scale, the planning process involves different segments of the public and professional communities, and the resulting plans will vary in detail. For example, a statewide plan,

such as we have in Texas, will likely have more general recommendations than a plan for a neighborhood or a community.

The Secretary of the Interior has issued standards and guidelines for preservation planning, both available on the National Park Service's web site. See <http://www.nps.gov/history/hps/pad/>.

STATEWIDE PLAN

In January 2002, preservationists across the state received the THC publication, *Preserving our Heritage: A Statewide Plan for Texas*. The statewide plan is a 10-year planning document that defines the challenges facing preservationists in Texas, develops a vision for preservation efforts in Texas and outlines goals for preserving our heritage.

The THC developed this statewide plan with the help of a professional preservation planner and local preservationists. All 254 CHC chairs and more than 1,500 preservation leaders across the state were asked to comment on what they needed to be effective at local and regional historic preservation. THC commissioners also visited with most of the state's county judges and solicited their input.

The THC began to update the statewide plan in 2009 and will again be working with local preservationists to ensure that this new plan will create a path for preservation for organizations, communities and individuals throughout Texas. Development will continue through 2010 and CHCs will have several opportunities to participate in the process. Once established the new statewide plan will be made available to the public. CHCs will be able to use the plan to guide preservation work in each county.

The 2002 statewide plan publication can be accessed on the THC web site along with information regarding development and public participation opportunities for the new plan; see: <http://www.thc.state.tx.us/statewideplan/swpdefault.shtml>.

VISIONING

The THC uses a process called "visioning" to assist in agency and program planning. This process is also used by our Visionaries in

Preservation Program to bring people together in a community, county or region to plan for preservation. The program helps communities develop holistic and unified community visions, goals and action plans. This program is explained in detail in Section 9.

What is Visioning?

Visioning is a process by which a community creates an image of the future it wants and then plans how to achieve it. A vision statement is a formal expression of the overall image — it can be an illustration, photographs, a collage or words depicting how the community will look in the future. An action plan is a series of goals, objectives and specific steps that a community will take to accomplish its vision.

Three Steps to Creating Your Preservation Vision

Visioning is based on three steps. While the process is flexible and can be adapted to each community's unique situation, following these steps will result in the most comprehensive vision and action plan.

■ Profiling Preservation in your Community

Key questions: Where are we now and where are we going?

Products: preservation profile and probable scenarios

Identify the characteristics of preservation in your community pertaining to infrastructure (surveys, designations, ordinances and plans), assets (organizations, volunteers and recent projects) and needs/issues. From this, determine current and projected trends and their future impact and what preservation in your community will probably look like if trends continue.

■ Creating the Preservation Vision

Key question: Where do we want to be?

Product: preservation vision statement

Develop a preservation vision statement that articulates what your community wants to look like and become using its historic resources. The preservation vision is based on broad community input through workshops and community meetings and illustrates

what your community can look like if new responses to identified trends are set into action.

■ Developing a Preservation Action Plan

Key question: How do we get there?

Product: preservation action plan

The action plan is your community's guide to achieving its preservation vision. It identifies specific goals, actions, timelines and responsibilities that have been developed by task forces and community workshops.

Are You Ready for Visioning?

Visioning takes approximately six months to one year and is accomplished through work groups and a series of workshops and meetings. To be successful, the process must be community-driven and have a good base of energy and support. A good first step toward visioning is assembling a steering committee of stakeholders within the community, identifying a leader and answering the following questions:

- Why are we interested in visioning for preservation?
- What do we hope to accomplish with the process?
- How can visioning improve existing community and/or regional preservation and planning efforts?

Section 4: Identifying Cultural Resources

In this section, you will find information on cultural resource surveys, including why they are important, what they entail and how they are used.

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SECTION 4: Identifying Cultural Resources

With the enactment of the National Historic Preservation Act in 1966, the Secretary of the Interior was authorized “to expand and maintain a national register of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, and culture.” To help identify these potential National Register properties throughout the nation, the Secretary was also authorized to grant funds to states for the purpose of preparing comprehensive statewide historic surveys and plans, and federal agencies were required to locate, inventory and nominate properties under their ownership or control.

In Texas, this process of surveying was begun by the THC, then the Texas State Historical Survey Committee, in 1969. Since then, thousands of historically significant properties and archeological sites have been recorded and photographed in the state. In vast areas of Texas, however, significant historic and cultural resources have yet to be recorded and identified.

WHY SURVEY?

To begin a strong preservation program, a CHC should be aware of the historic and cultural resources within its county. Increasing competition for land use and uncertain economies in rural and urban areas of the state leave the survival of many such resources in serious doubt. Although new construction will inevitably replace some of these properties, completion of a comprehensive survey can lead to the development of a preservation plan that takes into account the relative importance of historic and archeological properties, including sites, buildings, structures, objects and districts, in both rural and urban areas. A preservation plan can help channel growth into the least sensitive areas of the environment and limit the loss of valuable resources.

In addition to serving as a planning tool, a comprehensive survey can help locate potential Recorded Texas Historic Landmarks, State Archeological Landmarks, Historic Texas Cemeteries and National Register properties and districts. A comprehensive survey also documents historic, aesthetic and visual relationships in the built

environment that give each community its unique character. Information and photographs generated by a survey create an enduring record of the present state of a community's cultural heritage. Having survey information on hand can help expedite federally funded or licensed projects in a community, in that data on National Register-eligible properties will be readily available to the federal agency, which must identify and report such properties in the project area to the THC in compliance with Section 106 of the National Historic Preservation Act.

Publication of information gathered by a survey can be an indispensable aid in raising the awareness of civic leaders, citizens and visitors of a community's cultural heritage and fostering a greater commitment to its preservation. Note: archeological site data is considered restricted information and, as a protective measure, locations of archeological sites should not be made available to the general public.

In summary, a survey can:

- serve as a planning tool
 - identify potential National Register properties, Recorded Texas Historic Landmarks, Historic Texas Cemeteries and State Archeological Landmarks
 - expedite federally funded or licensed projects in a community
 - assist planning commissions, private preservation organizations and neighborhood groups in developing preservation plans and creating historic zoning and landmark ordinances
 - facilitate the creation of economic development programs with heritage tourism components
 - create valuable historic photographic archives
 - raise awareness of a community's cultural heritage
- Or, more simply stated, you need to know what you have before you can determine what to preserve!

TYPES OF PROPERTIES IDENTIFIED IN A SURVEY

Surveys of cultural resources should be as comprehensive as possible in their effort to record all the historic or archeological sites, buildings, cemeteries, objects, structures and districts within a given geographical boundary. To an extent, surveys are usually oriented towards the identification of all properties that may be eligible for inclusion in the National Register of Historic Places. This includes all resources that are of significance in American history, architecture, archeology and culture, and that are more than 50-years old. In cases of exceptional importance, this 50-year criterion can be waived. In addition, keep in mind that with the passage of time, an increasing number of properties will fall within the 50-year time range. For this reason, the THC recommends including more recent properties of local, state and national significance. And be inclusive of all aspects of your history!

Following is an explanation of each of the five property types identified in cultural resource surveys:

■ A *building* is a structure, such as a house, church, barn, store or hotel, that shelters any form of human activity. The term “buildings” may refer to a historically related complex such as a courthouse and jail, or a house and barn (examples: the Electric Building in Fort Worth, Tarrant County; and the Old Cameron County Jail in Brownsville).

■ A *structure* is a man-made construction of interdependent and interrelated parts, organized in a definite pattern. It is often a large-scale engineering project (example: the Colorado River Bridge in Bastrop County, a concrete and steel structure with three steel truss spans completed in 1923).

■ An *object* is a material thing of functional, aesthetic, cultural, historical or scientific value. It may be movable by nature or design yet related to a specific environment or setting (example: the John H. Reagan Monument, sculpted in bronze by Pompeo Coppini in 1911, in Palestine, Anderson County).

■ A *site* is the location of a significant past event, activity, building or structure, usually of substantial archeological interest. An archeological site may contain the material remains of ancient or recent historical activity. In fact, many historic buildings have associated archeological

components (example: Kenney's Fort (41WM465), an archeological site significant for its association with the early settlement of the region between Austin and Round Rock and for events that affected the Republic of Texas during its decade of struggle from 1836–1845).

■ A *district* is a geographically definable area, urban or rural, with a significant concentration, linkage or continuity of sites, buildings, structures or objects that are related historically or aesthetically (examples: Elgin Commercial Historic District in Elgin, Bastrop County, encompasses the historic core of the central business district that was instrumental to Elgin's growth, and San Elizario Historic District in San Elizario, El Paso County, a cohesive group of buildings, structures and sites associated with this agricultural and commercial community that began on the site of an 18th-century Spanish presidio).

UNDERTAKING A SURVEY

Any group planning to carry out a survey is strongly advised to contact the THC's History Programs Division as early in the process as possible. If the survey includes the identification of archeological sites, also contact the THC's Archeology Division because archeological site location data is legally defined as restricted information. Although anyone may originate a survey project, the following groups are most likely to do so:

- neighborhood associations
- Main Street programs
- city or county governments
- state and federal agencies
- county historical commissions
- local historical and/or archeological societies
- nonprofit preservation organizations
- avocational archeologists, such as THC's archeological stewards

A survey involves the following key steps:

- Define the area to be surveyed, whether it is a site, neighborhood, community, county or region.
- Identify broad historic contexts for the area. Consider the multitude of factors that went into the development of the area, including geography, settlement, transportation, physical development and building patterns, industry and commerce, social history/prehistory and cultural patterns.
- Research the survey area. Look for primary and secondary source materials in libraries, museums, archives, state and local historical societies, state, city and county governmental records.
- Consult with local informants who are familiar with the survey area.
- Conduct fieldwork by finding, mapping, photographing and assessing properties in the defined survey area.
- Prepare a final report that includes the historical background, data gathered during the survey and recommendations for future work or potential designations. A copy of the final report should be filed with the THC, where the state's most comprehensive collection of survey data can be found, in addition to county or city planning departments and your county museum, library or CHC archives. Remember archeological site data is considered restricted information and should not be made available to the general public.

The THC strongly encourages the use of professional preservation consultants to conduct architectural surveys. Archeological surveys **must** be carried out by a qualified professional archeologist or possibly an archeological steward in your region (contact the Archeology Division for assistance). The best way to find a qualified consultant is to check with other organizations or communities that have undertaken similar projects for their advice and recommendations. You may also review the THC guide, *Finding and Hiring Qualified Preservation Consultants*, available on the THC web site.

The THC offers two sources of funding for survey work: Certified Local Government grants and Texas Preservation Trust Fund grants. See Section 9 of this handbook for more information on these grant programs.

THEME SURVEYS

From time to time, a CHC may be called upon to provide information on particular types of resources in your county, or to identify resources in danger of being permanently lost. Such surveys are thematic, rather than comprehensive, in nature and may be conducted to raise awareness for a particular type of resource.

In past years, CHCs have been asked to help the THC identify such resources as Rosenwald Schools, outdoor sculpture, cemeteries, transportation-related properties (for example, depots and bridges) and endangered properties. Other types of resources for which theme surveys would be appropriate might include schoolhouses, religious buildings, military sites or Works Progress Administration properties. Of course, responses to such requests for information on particular types of resources are much easier to provide if your county, community or neighborhood has already undertaken a comprehensive survey of historic and cultural resources.

A good example of a comprehensive thematic survey is THC's Texas in World War II initiative, a multi-year statewide effort to honor the role of Texas during the Second World War. Those interested in further information about this project or in sharing information regarding military and home front sites for the statewide survey should contact the THC's History Programs Division or visit <http://www.thc.state.tx.us/militarysites/milwwII.shtml>.

CEMETERY SURVEYS

One special type of survey is a cemetery inventory, that is, a recording of the resources (grave markers, fences, buildings, etc.) within the boundaries of a cemetery. An inventory conducted before time, neglect and/or vandalism have taken their toll can help preserve the valuable stories that a cemetery can relate.

Following is one method to inventory cemeteries:

1. Create a map of the cemetery grounds that includes the location of trees, bushes, fences, gates and other landscape features. Note the location and orientation of each grave marker, mausoleum, crypt and

monument. Include the orientation of all marked and unmarked graves. Assign each physical feature (i.e., headstones, footstones, fences, benches, etc.) a control number that will tie together the written, photographic and map records.

2. Make a written record that includes the following information: control number, date of record, name of cemetery, type of marker (headstone, footstone, crypt, obelisk, etc.), size of marker, description of material used to make the marker (limestone, granite, marble, wood, iron, zinc, etc.), condition of the stone, name of deceased, vital dates, description of carving, exact inscription and any other identifying characteristics.

3. Record each headstone in a systematic method. Divide the cemetery into sections and record the graves down the rows. After completing a section, spot check it to make sure nothing was missed. Have another person recheck the recorded information against the stones for errors. To read partially obscured inscriptions, try recording information in the morning. Most grave markers face east, and the morning sun may make inscriptions more legible. When it is not practical to record in the morning, use a mirror to angle the sun onto the grave marker to illuminate indistinct letters and numbers. Never use chalk or talc on the face of a stone grave marker. Contrary to popular belief, chalk and talc do not always wash away and often damage the delicate stone.

4. Photograph the grave marker, labeling the photograph with the control number. It is best to use 35-mm, black-and-white, slow-speed film (about 100 ASA). Black-and-white photographs do not fade as quickly as color photos, and the slow-speed film usually provides a sharper image.

5. If a computer is available, the inventoried information can easily be stored and retrieved using word processing or database software. Members of a community computer club or a computer student needing a challenging project may be able to provide some database expertise.

For sample survey forms or more information about documenting historic cemeteries, contact the Cemetery Preservation Office in the History Programs Division at the THC.

Section 5: Evaluating and Designating Cultural Resources

In this section, you will find information about designating architectural and archeological properties through national, state and local processes.

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Section 5: Evaluating and Designating Cultural Resources

Once historic and archeological resources have been identified through a comprehensive survey, the next step is to evaluate them and assess their worthiness for preservation. Unfortunately, not every historic property can be saved, but you will not know which properties are worth fighting for unless you know which are most important and/or are eligible for historical designation. Through the evaluation and designation process, properties important to your community and county can be identified as worthy of preservation.

The THC administers four historical designations:

- National Register of Historic Places (NR)
- Recorded Texas Historic Landmark (RTHL)
- State Archeological Landmark (SAL)
- Historic Texas Cemetery (HTC)

Any resource that meets the individual significance criteria may qualify for one or more of these designations. Award of one status does not exclude the others, and resources may be accorded protection under any or all of the designations for which they are eligible. It is important the CHC understands the criteria for each designation, becomes aware of how each is achieved and knows which properties in its county carry historical designations.

NATIONAL REGISTER OF HISTORIC PLACES (NR)

The NR is the nation's inventory of properties deemed worthy of preservation. It is part of a national program to coordinate and support public and private efforts to identify, evaluate and protect our historic and archeological resources. Properties of state and local, as well as national, significance are selected. Together they provide a comprehensive index of the diversity of our American heritage.

The process of listing a property in the NR is jointly conducted by the federal government, represented by the National Park Service of the Department of the Interior, and the individual states, represented by the State Historic Preservation Officer (SHPO). In Texas, the executive director of the THC is the SHPO.

Types of Properties that Can be Listed in the NR

- Buildings
- Structures
- Objects
- Sites
- Districts

The categories listed above may also be combined into a multiple property nomination to the NR. A multiple property nomination may include all historic and/or prehistoric properties within a given geographic area (such as a city or county) that are eligible for nomination (example: the Historic and Architectural Resources of Corsicana, Navarro County).

Criteria for NR Listing

NR criteria are designed to guide the officials of the NR, SHPOs, federal agencies, local governments, preservation organizations and members of the general public in evaluating properties for listing in the NR. To be listed, properties generally must be at least 50 years old and retain their historic character. Furthermore, properties must:

- be associated with important events that have contributed significantly to the broad patterns of our history (Criterion A), or
- be associated with the lives of persons significant in our past (Criterion B), or
- embody the distinctive characteristics of a type, period or method of construction; or represent the work of a master; or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction (Criterion C), or
- have yielded, or be likely to yield, information important in prehistory or history (Criterion D).

Besides meeting one or more of these NR criteria, a property must also have integrity of location, design, setting, materials, workmanship, feeling and association. This means that if a property has been dramatically altered or its setting has been lost, it is probably not eligible.

Certain properties are **not** ordinarily considered eligible for inclusion in the NR. These include religious properties, cemeteries, birthplaces or graves of historical figures, properties that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, properties that have had unsympathetic or inappropriate modifications and properties that have achieved significance within the past 50 years. Such properties will qualify if they are integral parts of districts that do meet the criteria, or if they fall within one or more of the following categories:

- A religious property deriving primary significance from architectural or artistic distinction or historical importance.
- A building or structure removed from its original location but which is significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event.
- A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life.
- A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events.
- A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived.
- A property primarily commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance.
- A property achieving significance within the past 50 years if it is of exceptional importance.

Owner permission is required for listing private property in the NR. In the case of a historic district nomination, at least 50 percent of the property owners must approve the listing.

NR Nomination Procedure in Texas

The process of listing a property in the NR is coordinated among the applicant, the THC and the National Park Service (NPS). CHCs are

not a formal part of the process, unless they have been designated as a Certified Local Government (see Section 9); however, CHCs are notified by letter when properties in their counties are being presented for nomination.

Information and documentation required by the NPS is very specific, and the obligation for providing a fully documented nomination rests with the applicant. The usual steps for NR listing are:
1. Applicant submits information to the THC for a preliminary determination of eligibility. Staff requests the following materials:

- current photographs of the property (not digital or Polaroid images)
- date of construction and other significant dates (such as dates of alterations)
- overview of the property's history
- biographies of significant persons, if applicable
- current and historic maps and plans
- copies of historic photos

If THC staff determines the property eligible, the applicant will receive forms and instructions. This preliminary review is not binding — it merely facilitates requests and discourages the investment of time and money in properties that fall short of the federal criteria. For districts or multiple property nominations, THC staff will make a site visit.

2. Applicant prepares a fully documented and completed NR nomination form filled out in accordance with THC and National Park Service guidelines and submits it to the THC. Whether prepared by a professional consultant or by a property owner or other group, the nomination must meet accepted professional standards. The THC staff can provide further guidance on the required content of the submissions.

3. THC staff review, edit and process nominations. The staff will specify any additional information or revisions needed to complete the nomination, but cannot make major revisions or provide detailed critiques of inadequate nominations and will not submit substandard nominations to the NR.

4. THC staff schedule the nomination for consideration once all components of a nomination are received and a final draft is prepared.

Nominations are reviewed by the State Board of Review, a citizens committee of experts in the fields of Texas architecture, history, archeology and related disciplines. Final drafts must be received by the THC at least 45 days (75 days for properties in Certified Local Government communities) in advance of the meeting date in order to comply with legal notification requirements. THC staff cannot guarantee the placement of a nomination on the State Board of Review agenda until staff reviews and approves the final draft. The board meets at least three times annually in open session to evaluate each nominated property according to the NR criteria for evaluation. The board may vote to accept, reject or postpone a nomination. Postponed nominations may be scheduled for a rehearing. Rejected nominations may be appealed to the Keeper of the National Register at NPS.

5. If the property is recommended for nomination, THC staff, with assistance from the applicant, performs any additional revisions requested by the board, completing final formatting of all nominations on archival paper. After signature by the State Historic Preservation Officer (THC executive director), the nomination is forwarded to the Keeper of the National Register at NPS. Upon receipt of the nomination, NPS posts the nomination in the *Federal Register* and, in most cases, lists it within 45 days.

NR plaques are available but not required for properties listed individually or as contributing members of a NR district. See Section 7 for more information on NR plaques. For information on protection afforded by NR listing, see Section 6.

For a list of registered properties in your county, contact the History Programs Division of the THC; visit the THC's Texas Historic Sites Atlas at <http://atlas.thc.state.tx.us> ; or check the NR web site at www.nps.gov/history/nr.

RECORDED TEXAS HISTORIC LANDMARK (RTHL)

Authorized by the Texas Legislature under the Texas Government Code (Chapter 442), the Recorded Texas Historic Landmark (RTHL) designation is awarded to historic buildings and structures deemed worthy of preservation for their architectural integrity and historical

associations. Properties so designated are afforded a measure of legal protection and become part of the recorded history of the state's built environment. In conjunction with federal and local designations, RTHL status for a community's historic structures can be an effective planning and preservation tool.

The RTHL designation process is administered as part of the THC's History Programs Division; designation is conveyed by an Official Texas Historical Marker and comes only through participation in the marker process. The landmark status is denoted by any of the following:

- the Official Texas Historical Building Medallion
- the Official Texas Historical Building Medallion with accompanying interpretive plaque
- an Official Texas Historical Subject Marker when the final line of the inscription reads "Recorded Texas Historic Landmark"

Types of Properties that Can be Designated a RTHL

- Buildings
- Structures

You will find more information about the marker process, in Section 7 of this handbook, and more information on restrictions conveyed with the RTHL designation in Section 6.

For more information about RTHL designation visit the THC web site. For a list of RTHLs in your county contact the THC's History Programs Division, or visit the THC's Texas Historic Sites Atlas at <http://atlas.thc.state.tx.us>.

STATE ARCHEOLOGICAL LANDMARK (SAL)

Designation as a State Archeological Landmark (SAL) under the Antiquities Code of Texas offers historic properties the most thorough protection available, in that any work affecting such landmarks must by law conform to prevailing standards of archeological investigation or historic preservation, and must be reviewed and permitted by the THC.

Types of Properties that Can be Designated a SAL

- Historic structures that are listed in the National Register
- Prehistoric and historic archeological sites, including cemeteries
- Archeological caches or collections of artifacts
- Shipwrecks

Criteria for SAL Designation

All properties nominated for SAL designation must either be in public ownership (state, county, city, independent school district, water board, etc.) or in private ownership with the consent of the owner. The different criteria for evaluating historic structures, archeological sites, caches or collections, and shipwrecks are outlined below:

SAL Criteria for Evaluating Historic Structures

Historic structures must be listed in the National Register of Historic Places prior to their designation as SALs. In addition, the structure or building must fit within at least one of the following criteria:

- is associated with events that have made a significant contribution to the broad patterns of our history;
- is associated with the lives of persons significant in our past;
- is important to a particular cultural or ethnic group;
- is the work of a significant architect, master builder, or craftsman;
- embodies the distinctive characteristics of a type, period, or method of construction, possesses high aesthetic value, or represents a significant and distinguishable entity whose components may lack individual distinctions; or
- has yielded or may be likely to yield information important to the understanding of Texas culture or history.

SAL Criteria for Evaluating Archeological Sites

The THC uses one or more of the following criteria when assessing the appropriateness of archeological sites for SAL designation:

- the site has the potential to contribute to a better understanding of the prehistory and/or history of Texas by the addition of new and important information;

- the site's archeological deposits and the artifacts within the site are preserved and intact, thereby supporting the research potential or preservation interests of the site;
- the site possesses unique or rare attributes concerning Texas prehistory and/or history;
- the study of the site offers the opportunity to test theories and methods of preservation, thereby contributing to new scientific knowledge;
- the high likelihood that vandalism and relic collecting has occurred or could occur, and official landmark designation is needed to ensure maximum legal protection, or alternatively, further investigations are needed to mitigate the effects of vandalism and relic collecting when the site cannot be protected.

SAL Criteria for Evaluating Caches and Collections

Caches and collections of artifacts may be considered significant and be recognized or designated as SALs, provided that at least one of the following conditions is met:

- the cache or collection was assembled with public funds or taken from public lands;
- preservation of materials is adequate to allow the application of standard archeological or conservation techniques;
- the cache or collection must be of research value, thereby contributing to scientific knowledge; or
- the cache or collection is of historic value or contributes to a theme.

SAL Criteria for Evaluating Shipwrecks

Shipwrecks may be considered significant and be recognized or designated as SALs provided the following conditions are met:

- the shipwreck is located on land owned or controlled by the state of Texas or one of its political subdivisions; and
- the shipwreck is pre-twentieth century in age; and
- the remains consist of a shipwreck sunken, abandoned, or a wreck of the sea, or are represented by the ship's contents or related

embedded treasure.

SAL Designation Procedure

Any public agency, interested citizen or preservation group, including CHCs, may initiate the nomination of a property as a SAL. If a property is eligible to be designated, it is **not** required that the owner of public property concur with the action of the THC before a property may be designated, but the public agency is afforded the opportunity to comment on the designation and has rights of appeal. It **is** required that private property owners give consent to the SAL nomination of any site or structure on their land.

If a third-party private individual or private group desires to nominate a site or building on public land owned by a political subdivision, they must first publish notice of their intent (in 12 point boldface type) in a newspaper of general circulation published in the town, city or county of the site or building. The notice must include the exact location of the property to be nominated and include the name of the nominator(s). An original copy of the notice and an affidavit of publication signed by the newspaper's publisher must be sent to the THC with the nomination materials.

If the property owners or land-controlling public agency desires to nominate a site or building on its own property, no newspaper announcement is required.

The Application for Nomination Form, available from the THC's Archeology Division, and all pertinent information must be completed and submitted to the THC at least 30 days prior to the next THC commissioner's meeting.

Once THC staff has reviewed and evaluated the nomination materials and it is determined the nomination will be placed on the agenda for the next THC commissioner's meeting, the following steps occur:

- 1.** Notification is sent to the property owner(s) or land-controlling agency that a nomination of the site(s) will be presented before the THC on a certain date at an open public meeting.
- 2.** The nomination is presented to the THC at an open meeting (no vote is taken).
- 3.** The property owner(s) or land-controlling agency is notified in

writing that the nomination has been presented to the THC, during which time all concerned parties may present evidence in support of or against designation of the property.

4. A minimum of 30 days lapses after the nomination before a designation vote is taken at an open public meeting of the THC. The property owner(s) or land-controlling agency receives at least 15 days' advance notice of the public meeting.
5. All parties are afforded an opportunity to speak for or against designation at the public meeting prior to the THC vote.
6. If designation occurs, the property owner or land-controlling agency is notified in writing.

The Antiquities Advisory Board (AAB), composed of citizen members, serves as an advisor to the THC in matters pertaining to the Antiquities Code of Texas. The AAB hears nominations prior to their formal presentation to the THC and makes recommendations on their worthiness for designation.

CHCs can play the most valuable role when public property is being nominated. Experience has shown that public officials are much more inclined to embrace historic preservation when they know their constituency is supportive.

Markers are available nor required for State Archeological Landmark designation.

For more information on the protection afforded SALs, please see Section 6.

The location of State Archeological Landmarks is not public information, due to the sensitive nature of the data and to discourage looting of archeological sites; however, inquiries as to the status of specific sites may be disclosed to qualified professionals.

HISTORIC TEXAS CEMETERY (HTC)

The THC developed the Historic Texas Cemetery designation to address the problem of the destruction and illegal removal of Texas' historic cemeteries. The designation cannot guarantee a cemetery will avoid destruction, but official recognition of these family and community landmarks highlights their importance and promotes an

attitude of respect and reverence by neighboring landowners and the general citizenry that could encourage further preservation of these unique resources.

Historic Texas Cemetery designation results in the legal recording of a cemetery in the county deed records, which helps to notify future landowners of its presence on the property. Any individual, organization or agency may submit an application. Upon receipt of the application, the THC will notify property owners who share common borders with the cemetery of the proposed designation via certified mail. While CHCs are not formally part of the designation process, CHCs are notified when the THC receives an application for Historic Texas Cemetery designation in their county.

Types of Properties that Can be Designated an HTC

- Cemeteries
- Single gravesites

Criteria for HTC Designation

- Be at least 50 years old
- Be deemed worthy of preservation for historical associations as documented through the Historic Texas Cemetery designation application

HTC Designation Procedure

1. Obtain the Historic Texas Cemetery designation guidelines and application form, available from the History Programs Division of the THC or on the THC web site.
2. Research the history of the cemetery.
3. Complete application form and submit it with all required attachments and a processing fee of \$25 to THC.
4. Submit application to the appropriate CHC for review and approval
5. Staff will review the application, additional information and/or classifications may be required.
6. Upon verification of information and documentation, THC notifies surrounding landowners of pending designation and offers opportunity for comment.

7. If approved, a *Declaration of Designation for Cemetery Purposes* will be mailed to the applicant, who is then responsible for taking it to the county clerk for recording.
8. The applicant submits certification to the THC that the instrument has been recorded, at which time the designation becomes effective.
9. The THC staff will issue the applicant a certificate upon receipt of the copy/copies of the recorded *Declaration of Designation for Cemetery Purposes*.

Cemetery markers are available but not required for the designation. See Section 7 for more information on the markers available

The HTC designation does not restrict in any way the public use or private owner's use of the land adjacent to the cemetery. See Section 6 for more on cemetery laws. Access must be permitted to landlocked cemeteries. See section pertaining to Cemetery Laws.

For a listing of Historic Texas Cemeteries in your county, visit the list of designated cemeteries on the THC web site or contact the History Programs Division.

NATIONAL HISTORIC LANDMARK (NHL)

National Historic Landmarks (NHL) are nationally significant historic places designated by the Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. Fewer than 2,500 historic places bear this national distinction. The NHL Program works with citizens across the country, drawing upon the expertise of National Park Service staff who work to nominate new landmarks and provide assistance to existing landmarks. The National Historic Landmark Stewards Association, a "Friends" group of owners and managers, also works to preserve, protect and promote National Historic Landmarks.

A list of NHLs in Texas is located on the NHL web site at www.nps.gov/history/nhl/.

LOCAL DESIGNATIONS

In addition to the federal and state designations outlined above, some municipalities allow designations of local historic landmarks or districts. These may convey certain restrictions upon property owners to maintain the integrity of the community's historic areas and significant properties. The THC does not administer local designations, so check with your local planning office for more information.

Section 6: Protecting Cultural Resources

Protection offered through historical designations, the Section 106 review process, protecting archeological sites on private and public lands, cemetery laws and other state and federal tools designed to preserve cultural resources for present and future generations.

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SECTION 6: Protecting Cultural Resources

A number of tools and laws are available to the county historical commission to protect cultural resources.

HISTORICAL DESIGNATIONS

An effective method of preserving many of Texas' historic and prehistoric properties, as well as planning for their future, is through the designation process. The THC offers various types of historical designations for properties (see Section 5) and all offer different forms of protection under the law.

National Register of Historic Places (NR)

Listing in the NR denotes that a property is especially worthy of preservation but comes with few strings attached. A NR listing in and of itself provides no protection for a listed property. For example, the NR does **not**:

- require the owner to provide public access;
- obligate the owner to maintain the property; or
- impose restrictive covenants (unless grant or tax assistance is accepted).

However, the NR is a stepping-stone to other protective measures. For example:

- NR eligibility triggers a review of the effects of any federal undertaking (more on federal reviews later in this section).
- Through the federal tax incentive program, income-producing properties listed in the NR are eligible for tax credits for qualifying rehabilitation work. Once tax credits have been granted, the owner is responsible for seeing that the property is preserved for a period of time.
- Many local ordinances include NR listing as a foundation for local landmark designation or automatically include NR properties as falling under the protective measures of the local law.

NR designation also qualifies listed buildings in Texas for a sales tax exemption for real property repair, restoration and remodeling services [Texas Administrative Code, Title 34, Part 1, Chapter 3, Subchapter O, Rule §3.357 (c)(4)]. For further information about this tax exemption, please contact the Texas Comptroller of Public Accounts at 800/252-5555. If you need a letter certifying the property's NR status, contact the THC's History Programs Division.

Standards for work affecting NR properties. The *Secretary of the Interior's Standards for the Treatment of Historic Properties* (see Appendix II) should be the guideline for NR properties, although this is not a requirement of NR listing. However, work performed on NR properties accepting state or federal grant assistance or participating in the federal tax credit program will be required to meet the standards.

Recorded Texas Historic Landmark (RTHL)

As discussed in Section 5, the RTHL designation recognizes buildings and structures as worthy of preservation. Therefore, it is important that these structures, especially once they are designated, retain their basic architectural integrity.

Chapter 442, Section 442.006(f) of the Texas Government Code requires a person to notify the THC at least 60 days prior to making any changes to a RTHL that would damage the structure's historical or architectural integrity. Such changes would entail significant exterior cosmetic or structural alterations, including relocation or demolition. After receiving the notification, the THC may waive the remainder of the 60-day waiting period or may extend it for up to an additional 30 days if the extension would enhance the building's chances for preservation. Once all waiting periods have expired, the person must proceed with the changes within the next 180 days or else the notification is deemed to have expired. Since the RTHL designation applies only to the exterior of a building, only changes to the outside fall under this law.

To ensure the continued landmark designation, the THC strongly encourages owners considering changes to their buildings to contact the THC's Architecture Division as early in the planning process as possible. THC project reviewers can provide technical assistance and referrals for sources of hard-to-locate materials. In addition, by consulting with staff early, property owners can avoid

incorporating treatments that may be inappropriate for or destructive to the particular historic landmark.

If appreciable or unwarranted changes are made on a landmark structure, the THC may withdraw the designation and the marker. If prior notification of the changes is not received as required by law, a fine of \$50 to \$1,000 may be assessed for each day of the violation.

The RTHL law applies only to properties with markers conveying the RTHL designation, not to subject markers, which are solely educational in nature.

CHCs can help by keeping up to date on which properties in their county are designated RTHL; by making an annual survey and photographic record of their condition; and by educating the public, especially new owners of RTHL properties, to the provisions of the RTHL law.

Standards for work affecting RTHLs. The THC has adopted the *Secretary of the Interior's Standards for the Treatment of Historic Properties* as the standard by which exterior work to RTHLs should be carried out (the same standards are used for NR and SALs).

State Archeological Landmarks (Antiquities Code of Texas)

The Antiquities Code of Texas regulates work that could affect publicly owned buildings, structures and archeological sites. These types of cultural resources may also be officially designated as State Archeological Landmarks (SAL) under the Antiquities Code of Texas. Of all designations administered by the THC, **the SAL designation affords the most legal protection for cultural resources.** Any undertaking that will affect a designated SAL must receive a THC-issued Antiquities permit before work can take place. Following is a summary of the protective measures afforded SALs under the Antiquities Code of Texas (Natural Resources Code, Title 9, Chapter 191):

Measures that apply to all SAL Properties:

- Property owners retain ownership of the property and can transfer title, but the designation is permanent and can only be removed by the THC.

- Private property owners must agree to abide by the THC's rules and standards and to enact a deed restriction to that effect.

Measures that apply only to archeological sites:

- Archeological surveys and excavations carried out on public lands belonging to the state, counties, cities or other local governmental bodies must be conducted under an Antiquities permit issued by the THC. The permitting process is the mechanism by which the THC monitors the work and ensures projects are carried out to acceptable standards by qualified professional archeologists.
- All investigations on private sites designated as SALs must also be performed under an Antiquities permit.
- Property owners may continue to use the site area as it has traditionally been used (i.e., grazing, plowing, etc.), but cannot change the use to one that will cause new damage without review and approval by the THC.
- Private property owners are legally responsible for filing notice of the landmark designation with their county clerk once the designation has occurred. Failure to provide this information to the county could result in an invalidation of the designation if contested in a court of law, or it might even result in a loss of conviction against a looter or pothunter. The Archeology Division is able to provide assistance to private property owners with these filings.
- Property owners or their local law enforcement officials are responsible for filing charges against vandals (pothunters) that damage their landmark. The THC does not have direct prosecutorial authority but civil actions may be filed by the Texas Attorney General's office or by a citizen of Texas.

The following apply to SAL buildings and structures:

- Antiquities permits are required for work beyond normal maintenance on the exterior and public interior of buildings that have been formally designated as landmarks under the Antiquities Code.
- State agencies must notify the THC at least 60 days in advance of a proposed alteration, renovation or demolition of any state-owned building constructed 50 or more years ago.

Completion reports for Antiquities permits on buildings and structures are maintained in the THC's files. Final reports are required under archeological Antiquities permits and are distributed to seven central university libraries around the state. Artifacts resulting from such projects remain public property and are curated at qualified museums and institutions so they remain available for public display and scholarly study in the future.

Standards for work affecting SALs. For architectural sites, the standards adopted by the THC are the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (same standards used for NR and RTHLs). Standards for archeological sites are in Chapter 26 of the rules of the THC and in the *Guidelines for Professional Performance, Reporting, and Curation* prepared by the Council of Texas Archeologists. Copies of the archeological standards are available from the THC's Archeology Division or on the THC web site.

Historic Texas Cemeteries

The THC developed the Historic Texas Cemetery designation to address the problem of destruction and illegal removal of historic cemeteries. The designation does provide an additional layer of protection by being recorded in the deed records as part of the designation process. Official recognition of these community landmarks highlights their importance and promotes an attitude of respect by neighboring landowners and citizens, thus encouraging their further preservation.

The Historic Texas Cemetery designation in no way restricts the public use or private owner's use of land adjacent to the cemetery. Access must be provided to landlocked cemeteries. Cemetery Laws are covered later in this section.

Historic County Courthouses

Sitting prominently in public squares across Texas are county courthouses that serve as the seats of local government and the social centers of their communities. They are symbolic of the pride and independent spirit of early Texans. More than 200 historic courthouses survive today, many of which display some of the finest architecture and craftsmanship in the nation.

Unfortunately, many of the state's most historic and architecturally important courthouses have been sold, destroyed or irretrievably altered by unsympathetic additions and modifications. While new jail standards, accessibility standards, energy conservation, and more courtrooms and office space make rehabilitation necessary for contemporary use, inappropriate modifications or demolition is not the only — or even the most practical — solution for meeting these needs.

Through careful planning with professional restoration consultants, these courthouses can be modernized without losing their character and integrity. Chapter 442, Section 442.008 of the Texas Government Code gives the THC authority to review any proposed changes to historic courthouses, as follows:

- (a) A county may not demolish, sell, lease, or damage the historical or architectural integrity of any building that serves or has served as a county courthouse without notifying the commission of the intended action at least six months before the dates on which it acts.
- (b) If the commission determines that a courthouse has historical significance worthy of preservation, the commission shall notify the commissioners' court of the county of that fact not later than the 30th day after the date on which the commission received notice from the county. A county may not demolish, sell, lease, or damage the historical or architectural integrity of a courthouse before the 180th day after the date on which it received notice from the commission. The commission shall cooperate with any interested person during the 180-day period to preserve the historical integrity of the courthouse.
- (c) A county may carry out ordinary maintenance of and repairs to a courthouse without notifying the commission.

This legislation provides for a fine of \$50 to \$1,000 for each day of violation of the act (Section 442.011). The courthouse law supersedes NR and RTHL designations, but county courthouses that are SALs are afforded even greater protection under the Antiquities Code of Texas.

The success of this law depends on the efforts and involvement of local citizens. Therefore, it is important that the legislation be brought to the attention of county officials whenever changes to the

courthouse are anticipated. It is strongly recommended that county officials and their representatives contact the THC early in the design process for guidelines and technical advice to ensure the historic and architectural integrity of the courthouse is maintained. Report any impending courthouse modifications to the THC's Architecture Division.

The Texas Historic Courthouse Preservation Program offers grants for the restoration and rehabilitation of Texas' historic county courthouses and is an excellent tool for preserving these unique resources (see Section 9 for more information). Information on Texas' historic county courthouses is available from THC's Architecture Division or online in the THC web site.

SECTION 106 REVIEW

In an effort to preserve a portion of our nation's past, a number of federal laws provide for the protection of cultural properties. One of the oldest is the Antiquities Act of 1906, which allows the president to designate important resources on federally owned or controlled land; it also protects all historic and prehistoric ruins and objects on federal lands from looting or destruction. The Historic Sites Act of 1935 authorized the Secretary of the Interior to document, evaluate, acquire and preserve archeological and historic sites.

The most significant federal preservation law is the National Historic Preservation Act of 1966, as amended. Section 106 of this law requires all federal agencies to consider important cultural resources before initiating projects that might affect those resources. The significance of a site is determined by the NR criteria.

States provide input into the federal preservation process through the State Historic Preservation Officer (SHPO), whose office reviews all projects with federal involvement and serves as the state's voice in federal preservation matters. In Texas, the executive director of the THC serves as SHPO.

Although the procedures are complex, study of the federal process is well worth the time and attention of the CHC. It will help you understand how federal agencies and the THC work together to protect our heritage.

The Section 106 Review Process

The Section 106 process comes into play with the planned expenditure of federal funds or when a federal permit or approval is needed. Federal agencies allocating funds, permits or licenses must consider important cultural resources before initiating projects that might affect the resources. The federal agency must seek methods to avoid, minimize or mitigate any adverse effects their undertaking may cause to historic resources. A few examples include:

- construction of reservoirs, cell towers, airports, federal banks, sewer lines and subdivisions, if federal funds, permits or approvals are used
- construction or maintenance of roads and highways, if federal highway funds are used (not all roads in Texas are built with federal funds)
- Department of Housing and Urban Development (HUD)-financed construction or rehabilitation of housing
- sale or surplus of historic post office buildings or other federal real estate

The Role of the Federal Agency. The federal agency responsible for the federal land, funds, permit or license is also responsible for the process for compliance with all applicable federal preservation laws. In Texas, the responsible federal agency will contact the SHPO (THC) and provide a description and map of a proposed project, as well as an assessment of the resources likely to be affected. Sometimes another party, the project sponsor, actually carries out the project. For example, if a mining company is acting under a permit from the Environmental Protection Agency, that mining company is the project sponsor. The responsible federal agency maintains communication with the project sponsor and is responsible for ensuring that all project work meets federal preservation requirements. The federal agency must submit documentation if any significant resources are identified in the project area and determine the impacts of the project on those resources.

The Role of the Project Sponsor. The project sponsor (such as the mining company above) plays an important role in the process. The project sponsor is required to fulfill all permitting, licensing or funding obligations before project construction begins. Generally, the project

sponsor hires professional consultants such as archeologists, historians and architects to assess the cultural resources in the project area. The project sponsor also interacts with all other concerned parties: the SHPO staff, the consultants and the federal agency. With the exception of HUD projects, the federal agency rather than the project sponsor remains responsible for ensuring compliance with the federal laws.

The Role of the Consultants. The professionals hired to conduct the assessment must be qualified to deal with the particular kinds of cultural resources involved in the project. They must also be familiar with the federal compliance process in order to evaluate the cultural resources properly and to meet the requirements of federal regulations. The professionals produce a report on their investigation for review by the project sponsor, the federal agency and the SHPO staff. The investigating professionals make recommendations to the SHPO and the federal agency about the identified resources and their potential NR eligibility.

The Role of the State Historic Preservation Officer (SHPO).

SHPO (THC) staff members review project information submitted by the federal agency and make recommendations to the agency. With input from the SHPO and other consulting parties, the federal agency is responsible for identifying the historic resources that could be impacted by the project. USGS topographic maps and other records at the THC contain the locations of all recorded archeological and NR properties. Such records make it possible for SHPO staff members to identify the potential impact to cultural resources. The SHPO staff uses other documents and sources as well (for example, Official Texas Historical Marker listings) to identify historical associations in the project area. Staff's experience and expertise in various historical periods and geographic regions of the state also help identify areas likely to contain unrecorded cultural resources. The SHPO must respond to project proposals within 30 days.

If known resources are in the project area, or if the area is believed to contain resources, then a survey may be recommended. If the project area contains properties that are eligible for or are listed in the NR, then the federal agency, the project sponsor and the SHPO make special arrangements to preserve these properties or to recover and record information from them before they are destroyed. This

process is called mitigation. Each property is considered individually, and mitigation arrangements are made accordingly. For example, an archeological site may be excavated if it cannot be avoided; a historic building may be recorded by drawings, photographs and historical research if it cannot be saved.

Note that Section 106 of the National Historic Preservation Act requires federal agencies to *consider* the impact of their undertakings on historic and cultural resources; it does not *require* that the resources be preserved. Its importance lies in the process of considering important cultural resources during project planning, which often results in their preservation. The Advisory Council on Historic Preservation is the federal agency whose role is to mediate, guide and monitor this process of compliance with federal requirements.

How CHCs Can Help

Public involvement in the Section 106 process is very important, and CHCs are encouraged to participate. One of the greatest assets a CHC has is knowledge about its area, history and historic sites, and people. CHC members can assist by providing information and research references to consultants and/or to federal agencies. Often archeological surveys are necessary on private lands, and introductions to landowners can help the professionals accomplish the needed survey. Names of CHC chairs are provided to federal agencies and preservation consultants upon request, and you may receive correspondence inquiring about resources in a potential project area. This is your opportunity to participate in the federal 106 process. CHCs may be the first to learn of proposed federal projects. Be sure to relay concerns you might have to the federal agency/consultant and to the THC.

The SHPO is a partner linking local citizens with federal agencies. Most often, however, the first announcement of a federally sponsored project is made at the local level, and public hearings are conducted at this beginning stage of a project. The most effective voice in protecting local resources is that of local preservationists during the planning phase. For instance, the local community will learn of a highway project when the Texas Department of Transportation (TxDOT) — using federal gas-tax dollars — first considers the worthiness of a new or widened road. The THC may learn of this project much later, only when possible routes have been selected and

historic sites that may be damaged or demolished are being surveyed by TxDOT.

Similarly, millions of federal dollars are spent through the Department of Housing and Urban Development on local neighborhoods. The local housing office conducts hearings on an annual basis to decide where and how the money will be spent. The THC learns of these projects only just before demolitions or major renovation projects are about to begin.

Thus, the partnership among local preservationists, the SHPO and the federal government works best when local citizens take a strong lead. Because of the increasing workload of federal project reviews, the THC relies more and more on local preservationists identifying historic sites early in the public hearing process. The THC can make a difference in working with the federal agency to preserve local historic sites but is most effective when local preservationists, contact the THC early about a threatening project (see the information on Public Policy Committees in Section 2). When local political pressure makes it difficult to support preservation in a project, contact the THC for assistance.

Other ways of becoming involved include identifying historic and prehistoric sites and reporting them to the THC. Encourage public agencies in your county to observe all applicable preservation laws. Help local residents understand the federal preservation process to ensure they support the full investigation of cultural resources. It is important that local residents understand the object of the Section 106 review process is to protect their cultural heritage, not to delay projects.

The Section 106 process includes the ability for parties with an interest in the outcome of a federal undertaking to formally become consulting parties to the consultation. CHCs should consider requesting consulting party status from the federal agency when projects have the potential to affect historic resources. This status formally loops the CHC into the consultation and gives the organization an opportunity to comment and sometimes help guide the outcome.

PROTECTING ARCHEOLOGICAL SITES ON PRIVATE LANDS

While the Antiquities Code of Texas and, to a lesser degree, the National Historic Preservation Act protect archeological sites on public lands and in areas that might be affected by federal undertakings, neither state nor federal laws lend automatic protection to archeological sites on private lands. Since the vast majority of historic and prehistoric sites in Texas occur on private lands, the THC works diligently to educate preservation groups, landowners, schoolchildren and all other citizens on the importance of preserving sites that may yield significant information about our unwritten past.

Although thousands of sites have been recorded and some of these have been studied in detail, much is still unknown in so vast an area as Texas. Unfortunately, natural erosion, industrial and urban expansion, highway and reservoir construction, energy exploration, relic collecting and uncontrolled digging destroy many priceless archeological sites every day. In one afternoon, an artifact collector can destroy unique evidence of centuries of the human past in Texas.

Conservation of the archeological resources remaining in each county is a pressing task. With united efforts, the THC and CHCs can ensure that archeological resources are not thoughtlessly and unnecessarily destroyed. In cases where damage or destruction is unavoidable, we strive to see that information and material remains present in the site are recovered, analyzed and preserved.

How CHCs Can Help

There are many ways a CHC can participate in archeological programs that do not directly involve archeological site investigation. The following are some ways in which the county historical commission can help the THC:

Report Sites to the THC. Report to the THC any archeological sites in your area as soon as you hear of them. Pinpoint the site location on a map, take photographs if possible and discover who owns the land on which the site is located.

Encourage Protection of Sites. Encourage private landowners, local businesses and public officials to protect archeological sites. Inform

public officials at the city and county level that sites on municipal and county lands are covered under the Antiquities Code of Texas. Be an educational force in your community to encourage the protection of sites. Urge private landowners and developers to voluntarily protect sites that have the potential to shed important light on our archeological heritage. Contact the Archeology Divisions regional archeologists for information and assistance.

Cooperate with THC Programs. Occasionally, local officials or developers ask county historical commissions about cultural resources in areas where land-altering projects are planned. Inform the THC's Archeology Division about such questions even if the CHC knows of no known sites in the vicinity. It cannot be assumed sites are not present simply because none have been recorded or designated.

Support Site Acquisition Efforts. The THC administers a program designed to preserve permanently a cross section of major archeological sites. Through the Leave a Legacy to Texas program, the THC accepts donations and conservation easements to the state of important sites on private land. Without an acquisition and easement program, many of our major archeological sites will be lost to construction projects and vandalism. The CHC may be called on to support acquisition of significant sites and granting of easements at the local level. More on Leave a Legacy is provided later in this Section.

Report Endangered Sites. When a site is threatened by relic collectors or a construction project, report the situation to the THC or to your closest archeological steward (a list of archeological stewards is found on the THC web site). Use this information to help archeologists respond to your report:

- the name and address of the landowner and whether the landowner is an individual, business, institution or governmental body;
- the nature of the project if a land-altering development is involved (if public funding or permitting is involved, the situation may be covered by federal or state antiquities laws and regulations); and
- the exact location of the site.

Discourage Trade in Antiquities. The buying, selling and trading of antiquities (artifacts from archeological sites and rare historic objects) encourages collectors to vandalize archeological sites, which destroys forever the clues to the story of our human past. Discourage the trade in antiquities, do not collect from sites and discourage others from doing so. Educate newspapers and other media that stories glorifying artifact collectors may encourage looting and result in more destruction of our cultural heritage.

Involve Local Museum Policies. As mentioned above, a major obstacle in preventing the vandalizing of archeological sites is the trade in artifacts. Local museums should refuse collections of artifacts that have no provenience (locational) data and thus no scientific or cultural value. As a rule, museums should not exhibit human skeletal remains and should treat all culturally sensitive collections with respect for the dignity of all people. Exhibits should emphasize interpretation of past lifeways, not merely the display of artifacts. Work with your local museum to improve acquisitions policies and interpretive exhibits of cultural remains (see Section 7 for more information on museums).

CEMETERY LAWS

Neither the THC nor any other state agency enforces cemetery laws. This responsibility belongs to county and municipal law enforcement officials. If a cemetery is being vandalized or destroyed, the proper course of action is to immediately contact the county sheriff or local police department.

If a historic cemetery is publicly owned by a state agency or political subdivision of the state (city, county, school district, etc.), the burials are protected as archeological sites under the Antiquities Code of Texas. State agencies and political subdivisions must notify the THC before a publicly owned cemetery that is 50 years old or older can be altered (beyond ongoing maintenance and daily cemetery activities). The THC has developed a policy that addresses both historical and archeological concerns related to the preservation and exhumation of historic graves, calling for recordation, protection and preservation whenever possible.

The following are some of the state and local laws or court decisions regarding cemeteries. They provide an overview of the legal steps that have been successful in preserving some of the state's burial grounds. This information does not take the place of legal counsel. Consult the county or city attorney or other legal counsel for more information about laws related to cemeteries in Texas.

Held In Trust

■ Section 711.021 of the Health and Safety Code allows nonprofit corporations to establish, manage, maintain, improve or operate a private cemetery.

■ Property dedicated to cemetery purposes and used as a burial ground may not be sold in such a manner as to interfere with its use as a cemetery. *State v. Forest Lawn Lot Owners Assn.*, 254 S.W.2d 87 (Tex. 1953). However, such property may be conveyed in fee simple as long as it is still used as a cemetery and the grantee continues to maintain the cemetery for the benefit of the public. *Barker v. Hazel-Fain Oil Co.*, 219 S.W. 874 (Tex. Civ. App. – Fort Worth 1920, writ ref'd).

■ A living person who has relatives buried in a graveyard does not, by that fact, own the land or plots in which they are buried. However, that person can visit, ornament and protect the graves from desecration even if he or she must cross private property to do so. *Gibson v. Berry Cemetery Assn.*, 250 S.W.2d 600 (Tex. Civ. App. – Dallas 1952, no writ).

Dedication

■ Once a property is dedicated for cemetery use, it cannot be used for any other purpose unless the dedication is removed by a district court or the cemetery is enjoined or abated as a nuisance. Section 711.035(f) of the Health and Safety Code. THC and CHCs are given notice of the petition and are allowed to intervene and become parties to the suit.

■ Section 711.010(a)(b) amends Chapter 711 by stating that improvements to property that would disturb an unknown or abandoned cemetery may not be carried out until the remains are removed under a written order issued by the State Registrar or their designee under Section 711.0040(f). The property owner may petition the district court where an unknown or abandoned cemetery is located to remove the dedication for cemetery purposes, and the court may

then order the removal of the human remains from the cemetery to a perpetual care cemetery.

■ Section 711.011 (a)(b) further amends Chapter 711 by stating that a person who discovers an unknown or abandoned cemetery shall file notice of the cemetery with the county clerk of the county in which it is located, documenting the land on which it is found by way of description as well as an approximate location of the cemetery and the evidence of the cemetery that was discovered. There are no fees associated with this filing. See forms available on the THC web site for this purpose.

■ Texas courts have said no special ceremony or record is required to dedicate a cemetery; actual use as a cemetery is sufficient for dedication. *Damon v. State*, 52 S.W.2d 368 (Tex. 1932). Enclosure of land for use as a cemetery and evidence of burial are among the criteria for dedication. *Smallwood v. Midfield Oil Co.*, 89 S.W.2d 1086 (Tex. Civ. App. – Texarkana 1935, writ dism'd).

Abandonment

■ The fact that the remains of the dead buried in a cemetery have not been removed and that tombstones mark the places of burial is sufficient to show that the cemetery has not been abandoned. *Michels v. Crouch*, 122 S.W.2d 211 (Tex. Civ. App. – Eastland 1938, no writ).

■ In *Markgraf v. Salem Cemetery Assn.*, 540 S.W.2d 524 (Tex. Civ. App. – San Antonio 1967, no writ), the court decided that land outside a cemetery fence was not abandoned because several graves were still evident.

Conservatorship

Chapter 715 of the Health and Safety Code states that a nonprofit corporation may be organized to restore, operate and maintain a historic cemetery by following a procedure set forth in these laws. This offers an excellent way for private citizens to restore a historic cemetery and gain legal custody over it to ensure its continued preservation. The procedure requires a court to approve the establishment of a conservatorship over the cemetery, so an attorney needs to be involved. If you need additional information about the procedure, the THC can provide assistance.

Access

Section 711.041 of the Health and Safety Code states that any person who wishes to visit a cemetery or private burial grounds for which no public ingress or egress is available shall have the right to reasonable ingress and egress for the purpose of visiting the cemetery or private burial grounds. Texas Funeral Service Commission has adopted rules, established procedures, and prescribed forms to enforce and administer access to cemeteries and Private Burial Grounds which have no public ingress and egress.

Local Jurisdiction

■ Section 713.021 of the Health and Safety Code states that a county commissioners court may establish by resolution a perpetual trust fund to provide maintenance for a neglected or unkept public or private cemetery in the county. The commissioners court shall appoint the county judge as trustee for the fund.

■ Section 713.028 of the Health and Safety Code states that a commissioners court may use public funds, county employees and county equipment for the maintenance of certain cemeteries for purposes of historic preservation (cemeteries with graves more than 50 years old) and protection of the public health, safety and welfare.

Penalties

■ Section 28.03(f) of the Texas Penal Code provides that an offense involving damage or destruction inflicted on a human burial site is a state jail felony.

■ Section 42.08 of the Texas Penal Code states that a person who intentionally disinters or disturbs a human corpse has committed a Class A misdemeanor.

■ If a person interferes with a person's reasonable right to ingress and egress under Section 711.041 it is a Class C misdemeanor.

LEAVE A LEGACY TO TEXAS

The THC offers several opportunities to assist Texans interested in leaving a legacy by donating property or easements. A donor's

generosity will help preserve and protect Texas' significant resources for future generations and, in the process, provide potentially significant tax benefits. With the help of the THC, this can be accomplished in three ways: conservation easement, land banking and revolving properties fund. Refer to the About Us section on the THC web site for more on the Leave a Legacy program. For more information about donating resources through these programs, contact the THC at 512/463-6100 or admin@thc.state.tx.us.

OTHER STATE AND FEDERAL PRESERVATION TOOLS

A variety of other tools exists to protect irreplaceable historic and cultural resources. Encouraging the rehabilitation of historic buildings through incentive programs such as grants and tax credits effectively strengthens the chances for preservation of those properties as well. Descriptions follow of some of the tools available to Texas preservationists.

Deed Restrictions

Deed restrictions, or covenants, are legal instruments placing conditions on a particular piece of property. They are different from conservation easements in that no property rights are transferred to a third party.

Deed restrictions are sometimes used by state and federal grant programs to ensure continued upkeep of a property for a specified period of time once public monies have been expended to rehabilitate the property (the time period of the deed restriction is generally tied to the monetary amount of the grant). They can also be used by private property owners or public agencies to ensure long-term preservation of the property. Covenants can require such conditions as continued maintenance, public access and retention of character-defining features.

An attorney should be consulted in the preparation of a deed covenant, but sample copies and more information are available from the THC's Architecture Division.

Local Ordinances

A number of cities have adopted preservation ordinances to help retain the historic character of their communities. Such ordinances vary widely in scope and protective measures, but many include tax

abatements or freezes for rehabilitation of locally designated properties. Landmark ordinances allow for the introduction of design guidelines to steer the construction of new buildings and the rehabilitation of older buildings in keeping with the community's historic character. For information on local ordinances, contact the THC's Community Heritage Development Division.

Antiquities Code of Texas

The Antiquities Code of Texas was discussed in Section 5 regarding the State Archeological Landmark designation. The following provides additional information on the code and its importance.

In 1977, through the passage of the Antiquities Code the state of Texas codified its commitment to the preservation of the state's rich heritage. In its second section, the Code states:

It is the public policy and in the public interest of the State of Texas to locate, protect, and preserve all sites, objects, buildings, pre-twentieth century shipwrecks and locations of historical, archeological, educational, or scientific interest, including but not limited to prehistoric and historical American Indian or aboriginal campsites, dwellings, and habitation sites, archeological sites of every character, treasure imbedded in the earth, sunken or abandoned ships and wrecks of the sea or any part of their contents, maps, records, documents, books, artifacts, and implements of culture in any way related to the inhabitants, pre-history, history, natural history, government, or culture in, on, or under any of the land in the State of Texas, including the tidelands, submerged land, and the bed of the sea within the jurisdiction of the State of Texas.

Such diverse resources as historic buildings, shipwrecks and aboriginal campsites fall within the jurisdiction of the Antiquities Code — administered by the THC — and may be designated as State Archeological Landmarks.

Permits to conduct archeological investigation of cultural resources are granted to qualified institutions and individuals who meet specific criteria and demonstrate the capability and willingness to obtain the maximum scientific archeological and educational information from such investigation. In addition, materials recovered from investigations must be properly stored and available to the public for study.

The hundreds of historic shipwreck sites in state waters, which extend out to three marine leagues (10.35 miles) offshore, are

protected under the Antiquities Code of Texas, but should also be considered during Section 106 reviews. For example, THC staff review Corps of Engineer permit applications submitted by industry officials when a well, pipeline, dredging or other bottom-disturbing activity is to take place. If a historic shipwreck site, defined by the Antiquities Code as dating prior to 1900, is known to exist in the area of the project, the company is requested to avoid and report any significant electronic indications turned up in its own preconstruction surveys. This is a case where industry and preservation interests coincide. Offshore operators must avoid even small concentrations of metallic debris in order to prevent damage to their equipment. Historic shipwrecks are protected by avoidance as a matter of course. The Antiquities Code does not permit commercial salvage of antiquities from historic shipwrecks. Treasure hunters cannot disturb wrecks on the Texas tidelands.

For additional information concerning permits and copies of the General Rules of Practice and Procedure (Chapter 26) contact the THC's Archeology Division. The Antiquities Code of Texas is found on the THC web site in the Rules and Regulations section.

Section 7: Interpreting Your History

In this section, you will find information on various ways a CHC can bring history alive for the public by interpreting the resources you have identified and evaluated.

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Section 7: Interpreting Your History

INTERPRETIVE MARKERS

Official Texas Historical Markers

Although there were early attempts to mark historic sites, the Texas historical marker program as we know it today actually began in 1936 with the Texas Centennial. During that year, a committee of historians, in cooperation with citizens throughout the state, erected markers commemorating individuals, battles, missions, communities and counties. The markers were stone; some had incised lettering, while others had metal plaques with raised lettering.

When the Texas State Historical Survey Committee (now the THC) was created in 1953, it continued the earlier marker program on a limited basis. A survey of historic structures in the state led to the establishment of the “medallion program” in 1962. The special round medallion, which bears a relief map logo of the state, was used to call attention to identified historic structures.

Shortly after the Texas State Historical Survey Committee initiated the medallion program, it was evident the public wanted to know the history of the structures. So plaques were added to explain the historical background. Later, the medallion and plaque became known as the building marker, used to signify a structure as a Recorded Texas Historic Landmark (RTHL).

Also in 1962, the Texas State Historical Survey Committee developed the subject marker to commemorate events, institutions, individuals and sites. Made of metal (aluminum lettering on a black background), the subject markers soon became popular points of interest along the state’s highways.

Today there are more than 13,000 markers in the state, including the centennial markers, some private markers, RTHL markers and subject markers. They are located in all 254 counties. CHCs work in cooperation with the THC’s History Programs Division staff to oversee the placement of new markers. Applications for Official Texas Historical Markers may be initiated by CHC or by some other interested group or individual. However, the application and narrative history must be approved by the CHC before submission to the state office. The CHC, by virtue of its knowledge

and awareness of county history, is an important link between the marker applicant and the THC staff, and is encouraged to thoroughly evaluate applications submitted to it for review. If the CHC rejects or fails to review a marker application within 120 days of its submission, the applicant may appeal the application directly to the THC. THC staff will always check first with the CHC before proceeding with an appealed case.

State money is not available for the placement of historical markers, so payment for the manufacturing of the markers must come from a local source, such as a private individual, organization or governmental entity. Official Texas Historical Markers, however, are still the property of the State of Texas and should not be removed or relocated without the THC's permission.

Types of Historical Markers

Official Texas Historical Markers fall into two distinct categories — subject and Recorded Texas Historic Landmark — and each has a different meaning. CHCs should be aware of these differences when reviewing marker applications and be able to educate county residents on the different meanings.

Subject markers are solely educational in nature and reveal aspects of local history that are important to a community or region. Subject markers commemorate topics such as churches, schools, individuals and businesses. No limitation is placed on the use of the site, although the setting should be appropriate and accessible to the public. Grave markers are a special type of subject marker reserved solely for historic persons.

Markers conveying the RTHL designation are only for historic structures at least 50 years of age deemed worthy of preservation for their architectural and historical associations. RTHL status does provide a measure of legal protection for the historic structure. Historic photographs that are at least 50 years old should accompany the application so THC architectural historians can compare the current and historic appearances to ensure no significant alterations have been made to the building.

Although owners of RTHLs do not have to open their buildings for tours, they must give the THC 60 days written notice before any alterations are made to the exterior of the structure. In this way, THC staff can offer professional restoration advice and

expertise. Based on an evaluation of the plans, the THC can waive the remainder of the notification period or invoke an extension of 30 days if the agency decides additional time would enhance the chances for proper preservation of the structure.

If appreciable adverse changes are made, the THC may remove the RTHL designation (and the marker) from the building. New owners should be informed that the RTHL designation is a permanent award and is conveyed with the property when it is sold.

Marker Criteria

Complete policies and rules governing the eligibility of topics for Official Texas Historical Markers are available from the History Programs Division or through the THC web site. Topics of local, state or national significance are eligible based upon varying age requirements and the ability of the applicant to document the topic's importance by means of a narrative history.

Age Requirements Institutions, organizations and other similar topics must date back at least 50 years in order to qualify for marking. Events that occurred at least 30 years ago and changed the course of state or local history are eligible. Historic persons must be deceased for at least 10 years. In order to receive the Recorded Texas Historic Landmark designation, a structure must be at least 50 years of age. The THC reserves the right to waive the age requirements for topics of state or national importance.

Significance Simply because a church congregation was founded 75 years ago, for example, or because an individual was in Texas during the Republic period or served in the Civil War is not sufficient cause for approval of an Official Texas Historical Marker. Topics must have played some role in the development of a community, in shaping the course of events, etc. Placing the topic in its appropriate historic context (i.e., establishing what else was happening in that place and time) is very important in determining significance. The way to demonstrate the significance of a proposed marker topic is through a documented narrative history, which is required with all applications. Checklists to assist marker applicants in researching and preparing narrative histories are available by topic (individuals, institutions, buildings, etc.) from the History Programs Division. See

the THC marker web page at www.thc.state.tx.us for complete information.

Documenting the Narrative History

Good documentation (careful citation) of the reliable sources where information is obtained is the key to preparing an acceptable history for a marker application. Documenting the narrative history requires reference notes. The THC may reject the application if it is not properly documented.

The required narrative history should be written in such a way that the proposed topic's historical significance and basic facts are clearly defined. If the reference notes and bibliography are written so that anyone can go directly to a source of information and easily find the reference, then supplementing the application with copies of deed records, newspaper articles, entries in county history books, etc., is redundant and unnecessary. The application should be complete and accurate without using supplemental material (excluding photographs and floor plans for RTHL applications).

Narrative histories should be typed or computer-generated on 8 1/2 x 11-inch white bond paper. The narrative should be double-spaced and printed on only one side of the paper. Do not bind the marker application in a folder.

Selecting a Location for the Marker

Official Texas Historical Markers should be placed in conspicuous places that can be easily reached by the public. Permission of the property owner for placement of the marker must be signified on the application form. Markers should not be placed inside buildings or on private land, if possible. They should not be placed on non-historic buildings or on older buildings that no longer retain their architectural integrity. If placed directly on a historic building, take care not to damage the historic fabric of the structure. If a subject marker is for an archeological site, placement should take into consideration the potential for looting.

If a marker is to be placed on highway right-of-way, the THC staff will make special arrangements with the Texas Department of Transportation for its placement. If the marker is to go on public or private property, the marker applicant should secure permission of

the landowner in writing, and the CHC should double-check to make sure this permission has been secured.

Markers without posts placed on structures or special foundations are often more secure from vandalism. Markers with posts, however, are specially engineered to avoid such problems as moisture and possible breakage. Therefore, having markers welded onto posts other than those ordered through the foundry is not recommended.

CHC Checklist for Completing a Marker Application

Applicants for state markers, as well as the CHC as part of its review, should make sure the following items are included before submitting the application packet to the THC. Failure to include one or more items can result in delays in processing, because the staff will have to request the item and place the application on hold until it is submitted.

- Documented narrative history, complete with reference notes. Copies of research materials should be retained at the county level. Include years of birth and death for all significant persons mentioned in the narrative.
- Completed application form, with authorization of CHC chair, permission of the owner, specific marker location information, complete shipping address and telephone number and size of marker requested.
- Additional photos (at least one historic view, plus shots of all elevations) are required elements of applications for the RTHL designation.
- Legal description of the property and floor plans are required for RTHL applications.

Do not send payment for the marker with the marker application. It will be requested after the THC evaluates and approves it.

Figure 4: The Historical Marker Application Process



The Marker Process

Marker applications are evaluated by the History Programs Division staff in the order in which they are received. If the application involves RTHL designation, then a review is also conducted by staff architectural historians. Since so many variables are involved in the marker process, no dedication ceremony should be set until after the completed marker is shipped. If the marker is wanted for a special dedication date, please notify the staff at the time of application, and every effort will be made to expedite the process. However, the THC cannot guarantee a delivery date.

THC staff will correspond with the CHC throughout the marker process. The CHC can facilitate the process by ensuring that requests for information are answered and inscription approvals are coordinated and handled promptly. All correspondence will be addressed to the CHC chair, unless THC staff has written notice that the chair has delegated responsibility for application and inscription approvals to another member of the commission, usually the marker committee chair. Figure 4 explains how the marker process works.

The County's Permanent Files

The historical documentation that accompanies marker applications can become the nucleus of a county archives. It could prove useful for future research, for a marker dedication ceremony, for a museum display or for compiling a county history book. The records should be accessible to the public and should never become part of an individual's private collection. If your CHC does not have all the marker research material for the markers in your county, you should contact the THC library. Copies of material in the files are available for a photocopying fee.

Historic Texas Cemetery Markers

Although hundreds of cemeteries in Texas are marked with Official Texas Historical Markers, the THC now honors cemeteries of historical importance with the Historic Texas Cemetery medallion and optional interpretive plaques in place of the subject marker. Cemeteries are eligible for these special state markers only after they have been designated as Historic Texas Cemeteries (see Section 5).

There are three options available for purchase to mark a cemetery that receives the designation:

- The 10-inch cast aluminum medallion with the words “Historic Texas Cemetery - Texas Historical Commission” encircling a central star, a rose and a cypress branch, only available for cemeteries with THC subject markers.

- The medallion with an accompanying 12 x 6-inch “name and date” plaque that displays the cemetery name and the date of its founding, or

- The medallion with an accompanying interpretive plaque that includes a brief history of the cemetery and may require additional research and documentation.

CHCs are encouraged to initiate Historic Texas Cemetery designation applications, particularly for those historic without an active cemetery association or family group overseeing them.

Centennial Markers

The large stone markers placed in 1936 in honor of the Texas Centennial celebration are known as centennial markers. Although they were in place before the organization of the THC, they are considered part of the official state historical marker program. Any questions about the condition or relocation of centennial markers should be referred to the marker staff in the History Programs Division. Replacement parts for the bronze star, wreaths, seals and plaques on these markers are still available and may be ordered through the History Programs Division.

National Register Plaques

The History Programs Division can order National Register plaques for properties listed individually in the National Register of Historic Places or as contributing members of a National Register historic district. Both a personalized bronze plaque and standard aluminum plaque are offered. Application forms are available from the THC staff.

Farm-to-Market Historic Name Signs

Farm-to-market and ranch roads can be marked with a sign giving their historic names, per Section 225.005 of the Transportation Code. The THC is the agency responsible for verifying the applications for

such markers. The Texas Department of Transportation (TxDOT) oversees the manufacture and placement of the signs. Funding is provided through local, private sources, and payment is made to TxDOT. Only farm-to-market and ranch roads are eligible for consideration under this program; other state and federally maintained roads do not qualify.

An application and information about the program can be obtained from the History Programs Division. Documentation is provided by five affidavits (forms enclosed with the application) or documents that provide proof of the historic name.

Local Markers

Some communities and counties have developed their own marker programs. The markers range from small plaques to larger markers with inscriptions. A local marker program is a particularly good way to commemorate those structures that do not qualify for Official Texas Historical Markers or to denote landmarks designated under a city's historic preservation ordinance. Information on setting up a local marker program is available from the American Association for State and Local History for a small charge; ask for Technical Leaflet #104, entitled "Historical Markers: Planning Local Programs."

MUSEUMS

THC's Museum Services Program

Texas is home to more than 500 local history museums, each one dedicated to telling the story of their area's unique history. Whether administered through the CHC or some other group, museums play a vital economic, educational and social role in our communities. It's a big role to fill, and most of them are small organizations doing their best to fulfill it with a small staff and limited resources. The THC's Museum Services Program enables small history museums to better carry out their missions by helping them to increase their capacity for meeting professional standards. CHCs can help make sure that the history museums in their area are aware of the services provided by THC's Museum Services Program.

Consultations

Museum specialists are available for consultations on all aspects of museum operation, ranging from collections care to exhibit development to strategic planning and more. Staff provides remote consultations via phone, email and mail, as well as in the Austin office and in the field.

Training

Staff coordinates affordable technical workshops aimed at improving the skills of museum staff, volunteers and trustees. These workshops typically are offered on a regional basis and supplemented by online training opportunities. Staff can also direct museum representatives to training events offered by other organizations.

Grants

Each year, the THC distributes up to \$10,000 in grant funds to small museums for preservation projects, enhancing their ability to provide a better standard of care for their collections. Applications are available on the THC web site on or around September 1 each year and are due in mid-October.

Communication

The Museum Services Minute, our bimonthly email newsletter, delivers timely information about current trends, available resources and technical tips. Staff also sends out email notices regularly about upcoming grant deadlines, training opportunities and other types of assistance. Subscribe to these updates by emailing museum services staff at history@thc.state.tx.us.

Museum Survey and Database

The THC maintains a database of Texas history museums and makes it available to the public through the Atlas feature on the THC web site. Periodically, survey forms requesting updated data, including contact information, museum programs and exhibits, kinds of facilities and funding, names of staff, etc., are sent to museums on the THC's current mailing list. CHCs are asked for assistance in the survey process and have been very helpful in locating museums and making sure THC has current data on all museums in their counties.

Online Resources for Museums

The THC web site contains a number of helpful resources for small museums, including:

- Information on grant programs available through THC and other sources www.thc.state.tx.us/grantsincent/gramus.shtml
- Fact sheets, technical leaflets and resource lists developed on a variety of museum topics
www.thc.state.tx.us/museums/musassist.shtml
- Information on continuing education opportunities offered by THC and other organizations
www.thc.state.tx.us/museums/muswork.shtml
- Museum Services staff answers to the ten most frequently asked questions www.thc.state.tx.us/faqs/faqmus.shtml
- Links to trusted sources of information on collections care, nonprofit management, disaster planning, professional membership organizations and much more www.thc.state.tx.us/links/lkmus.shtml

Museum Membership and Support Organizations

Texas Association of Museums (TAM)

TAM is dedicated to fostering educational, cultural and recreational opportunities for all Texans. It accomplishes this, through service to its members, by providing a communications network, sponsoring educational programs and encouraging adherence to professional standards and practices. TAM further provides assistance to its members through regional and special interest affinity groups. The THC encourages all history museums to become members of TAM to demonstrate commitment to professional standards and continuing education. www.texasmuseums.org

Humanities Texas

Humanities Texas is the nonprofit state affiliate of the National Endowment for the Humanities (NEH). They develop and support diverse programs across the state, including lectures, oral history projects, teacher institutes, museum exhibitions and documentary films. They also offer grants and affordable traveling exhibits for small museums. www.humanitiestexas.org

Mountain-Plains Museums Association (MPMA)

MPMA is a regional organization of museums and museum professionals that advocates excellence in the field, provides a forum for communication between its members, and shares creative learning opportunities with the region's diverse audiences.
www.mpma.net

American Association for State and Local History (AASLH)

AASLH is a national organization for professionals, organizations and volunteers in the field of state and local history. They offer a number of products, services and other resources to history museums. www.aaslh.org

American Association of Museums (AAM)

AAM is the national membership organization for all types of museums. They provide assessment services, educational opportunities and accreditation, as well as a number of other benefits.
www.aam-us.org

Museum Ethics, Standards and Best Practices

The THC expects all museums, regardless of size or scope, to adhere to AAM's *Code of Ethics for Museums* and *National Standards and Best Practices for U.S. Museums*.

Museum Services staff regularly consults with museum staff, volunteers and board members to help them better understand the standards and develop strategies to achieve them. Several assessment-type programs exist to help museums analyze how well they meet current standards.

■ *AAM's Museum Assessment Program (MAP)*: MAP is a general consultation service designed to help museums improve the quality of their operations and programs. MAP offers practical assistance, combining a self-assessment phase with an on-site visit by a museum professional who develops a report diagnosing the museum's strengths and weaknesses. The report is supplemented with information about appropriate technical resources to help the museum initiate improvements. Four different MAP services are

offered: Institutional Assessment, Collections Management Assessment, Public Dimension Assessment and Governance Assessment. The service is free for museums with budgets of less than \$125,000. www.aam-us.org/museumresources/map/index.cfm

■ *Heritage Preservation's Conservation Assessment Program (CAP)*: CAP provides a general conservation assessment of a museum's collection, environmental conditions and site. Conservation priorities are identified by professionals who spend two days on-site and three days writing a report. The reports help museums develop strategies for improved collections care and provide a tool for long-range planning and fund-raising. In many cases, there is no fee to participate because the program is supported through a grant from the Institute of Museum and Library Services.

www.heritagepreservation.org/CAP/index.html

■ *AASLH's Standards and Excellence Program for History Organizations (StEPs)*: StEPs is a voluntary assessment program for small- and mid-sized history organizations that encourages awareness and achievement of national standards. It is a self-paced, self-study program that uses assessment questions and performance indicators to help museums rate their performance in six standards sections. The result is clear identification of both strengths and areas needing improvement. Museums earn certificates in each of the assessment areas. Participation begins at \$150. www.aaslh.org/steps.htm

For more information, contact Museum Services, a part of THC's History Programs Division.

COUNTY HISTORIES

A published volume on community or county history is another method of interpreting local history for the public. The basic challenge in such a project is accomplishing a professional task with volunteer services. Everyone involved in such a project must realize that any well-documented history will take at least several years to prepare for publication. A myriad of tasks — from researching and gathering

material to editing copy, selecting a format and printer, and forming a distribution plan — will take time and commitment from a number of key individuals. Contact THC's History Programs Division for more information about these responsibilities.

Before You Begin a County History Publication

Before beginning the time-consuming task of organizing and compiling materials, consider the following questions. Establishing the answers to these issues will help produce an attractive and marketable publication.

■ **What kind of history?** The most common type of history book is the chronological narrative, however, some choose to produce a compilation of family histories, biographies or a collection of chapters that examine different aspects of the community's development.

■ **How much history?** No history is ever complete, and you will have to be selective about the subjects you develop.

■ **Who will write and edit the book?** It is important that a trained editor be available to assure that the work is coherent, grammatically correct and follows a unified approach and consistent style.

■ **Which writing style is preferred?** Will the book's approach be informal or more scholarly in nature?

■ **Will you offer an index, bibliography and reference notes?** A thorough index is essential to researchers and other readers, so thought must be given to providing this information.

■ **Who will be the publisher and printer?** Publishing is a competitive field, and salespeople may call on you to propose various arrangements and prices for publishing your book.

Published county histories are perhaps the best source of guidance and ideas for groups planning similar projects. Check with neighboring counties to see if they have compiled county histories to learn from the choices they have made.

Section 8: Promoting Your History

In this section, you will find information on ways to publicize the work of your CHC, activities that will generate an awareness of local history among the public and how to spread the word about the benefits and importance of historic preservation.

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SECTION 8: Promoting Your History

COMMUNICATING THE GOOD NEWS OF PRESERVATION

Effective communication enables a CHC to interest people in its programs and plans. In addition, it generates local support, which is critical to the success of any organization. A good communications program establishes your group's identity and educates and informs your audience.

Publicity Program Guidelines

There is no single, correct way to establish a publicity program, but there are some basic principles to consider in determining its scope.

- Identify your organization and the audience it seeks to serve.
- Identify and consult with potential partners.
- Establish immediate, short-term publicity goals every year. Change is so rapid that long-term goals (five-year plans, for example) may prove ineffective.
- Appoint a publicity chair and committee.
- Establish contact with local and regional news media.
- Find the best and most workable ways for your group to communicate (i.e., email, newsletter, press release, brochure, newspaper column, etc.).
- Organize your publicity program so that files, mailing lists, postal regulations and other key information sources are readily available.
- Determine what work your organization will do itself and what work will be handled by outside professionals. As always, you get what you pay for — quality is not inexpensive, but it can be an investment that pays off in the long run.
- Attend local seminars on publicity. Often, the Annual Historic Preservation Conference offers sessions on marketing, public relations or newsletter and web design.

Newsletters, listservs, etc.

Producing a newsletter whether it's print or electronic, is an excellent way for a preservation group to provide consistent news to its audience

and keep its name regularly before the public. However, remember that your newsletter should offer specialized information normally unavailable from other sources. An effective newsletter:

- is published for people with an obvious common interest
- contains information that stays within a specialized field of interest
- gives readers information they can use
- is short and to the point
- is published regularly, to keep readers informed on current events and topics

Identify CHC appointees or community leaders that have experience with this type of promotional tool and consult with them on means and methods. You can also contact high school and/or college journalism instructors or your local newspaper for advisory assistance.

Web sites

Web sites are an excellent way for county historical commissions to convey their message to the public. They are also an efficient way to share your research and records without compromising the archival stability of those documents. As with newsletters, either you can hire someone to set up and maintain the web site, or you may have a committee member or friend who can do the work for you. Be sure to include a link from your web site to the THC web site, and let the THC's Marketing Communications Division know when your web site is up and running, so that THC can link to your site, as well.

LOCAL HISTORICAL OBSERVANCES

One of the responsibilities of the county historical commission is to promote an awareness of the rich heritage surrounding its community and to participate in developing programs that will enrich the understanding of the history of Texas. By encouraging activities within the community to celebrate local, state and national observances, the CHC can bring new depth to these occasions. The following suggestions will help plan and implement these celebrations.

Texas History Appreciation Observance

While a Texas history appreciation observance can be held any time during the year, you should encourage the following:

- Have your county judge issue proclamations regarding any observance and its related activities.
- Cooperate with your school system and social studies departments in joint ventures to stage pageants, special events, and essay and poster contests.
- Acquire visual aids relevant to Texas history to be shown at appropriate times and in conjunction with your theme.
- Visit historic sites, museums and landmarks outside your county that may have played an important role in the development of your heritage.

While a majority of activities may center on presentations to civic, cultural and educational groups, consider other ways of promoting the appreciation of Texas history. Occasions for such celebrations might include Texas Independence Day (March 2), San Jacinto Day (April 21) or Juneteenth (June 19).

County History Appreciation Week

In order to develop a broad scope for county history appreciation week, consider arranging a full week of activities to cover every aspect of your county's heritage:

- One day could be designated "Historical Beautification Day" and might involve garden clubs, Jaycees, chambers of commerce, 4-H clubs and scout groups. The importance of the day would center on cleaning areas around and approaching historical markers, sites and buildings. This would be an ideal time to promote the preservation of historic gardens and landscapes.
- Another day could be designated "Landmarks Day" and could be used to promote a county landmarks list compiled by the CHC. Prepare a press kit for the media to publicize each landmark that has been marked and/or restored. If no landmarks program exists, this could be an ideal time to kick off such a project. If you have recently completed a restoration project, a special feature in the press kits should cover its importance to the community.

■ By honoring local pioneer families, early settlers and their descendants on “Pioneer Day,” your commission could bring early history to the forefront. Special events for “Early Settlers Day” could be held at a historic building. Radio and television interviews with descendants of pioneers could be incorporated into this event. Identify and copy historical photographs for your archives or for placement in the county museum. This day would also be an excellent time to start a county oral history project if one does not exist.

■ “Cultural History Day” would give the various ethnic heritage groups in your community a chance to share with others their unique history and their importance to the founding and development of your community. Each cultural group could be asked to help plan a special event for the day-long festival that would emphasize its cultural background and unique traditions.

■ “Historical Exhibits Day” could be planned at a historic site, at a city or county historical museum, in schools or in any special place in the community. Cooperate with other area historical groups, genealogical societies, museums and other preservation organizations to bring this day to an eventful culmination.

■ Arrange tours to county landmarks on a “Historical Tour Day.” If you do not have an area tour guide or map, now would be a good time to start such a project with cooperation from the chamber of commerce, area museums or other historical organizations. These promotional materials can be utilized year round.

Other special days could focus on historic architecture, young leaders, historic cemeteries, folklore, business history or other aspects of local history, culture and traditions. Your own community should dictate the direction that will be the most meaningful to your celebration. Regardless of the focus of your celebrations, the following activities will enhance their chances of success:

■ Encourage newspapers to publish articles incorporating basic documents that authorized the establishment of the county and the cities within its boundaries. Copies of the first county commissioners court meeting minutes or the first city council meeting minutes, with brief histories, would be interesting reading.

- Do not overlook inviting libraries, public agencies, schools and business establishments to participate by having special exhibits and activities emphasizing their importance to the community.
- Honor authors of county and city histories or noteworthy citizens and/or their descendants at special functions by holding receptions and/or autograph parties.
- Organize and publicize a walking tour of a local historic district for clubs, organizations and/or county officials.

Community Centennial and Sesquicentennial Celebrations

Many of the previously mentioned activities could be used or enlarged upon for celebration of a community's centennial or sesquicentennial. To prepare for such occasions, a committee should be formed to coordinate all activities. The committee should be representative of the whole community. Special events should involve as many citizens groups as possible, including civic and service clubs, churches, schools, other historical groups, museums, youth and youth-related organizations, local governmental agencies, colleges and universities. The following suggestions are offered as broad ideas to stimulate your imagination:

- Prepare a community history if one does not already exist (see Section 7).
- Establish a speakers bureau and assign topics for research to culminate in presentations suitable for schools, colleges, civic groups and other organizations.
- Encourage poster or essay contests within the school district on both elementary and secondary levels.
- Establish an attractive calendar of events to be circulated in the community.
- Consider writing and producing an original historical play or musical about your community.
- Start a county fair if your community does not have one. Plan a special county fair if one already exists.
- Entertain with guided historical tours through historic districts, landmarks, museums and places.

■ With your chamber of commerce, produce an audio-visual show that could publicize your community's historical attractions.

Texas Archeology Awareness Month

Each October the THC, the Texas Archeological Society and the Council of Texas Archeologists sponsor Texas Archeology Month (TAM). It is an opportunity for Texans to discover the depth and richness of their heritage, the historical significance of the state's archeological sites, the importance of proper archeological practices and the contributions of professional and avocational archeologists.

CHCs are urged to participate in TAM by sponsoring a lecture on local archeology, cooperating with a local museum in arranging a special exhibit on archeology or engaging in other activities. The THC sponsors TAM in association with the Texas Archeological Society and the Council of Texas Archeologists. For information on project ideas/resources for this annual event, or to request a free copy of the TAM Calendar of Events, contact the THC's Archeology Division or visit the THC web site.

National Preservation Observances

Each spring the National Trust for Historic Preservation sponsors National Historic Preservation Week. County historical commissions are encouraged to plan appropriate activities for the week, which always centers on a special theme. Write to the National Trust Office of Communications for a packet of materials to assist you in celebrating National Historic Preservation Week.

Each February, Texans across the state celebrate Black History Month in recognition of the contributions African Americans have made to the state's history and culture. The THC encourages CHCs to play an active role in local Black History Month celebrations.

Since 1987, the U.S. Congress has designated March of each year as National Women's History Month. The THC encourages local preservation organizations and county historical commissions to recognize the contributions of women to the development of Texas with special activities during this month.

These and other national preservation observances, along with ideas for planning local celebrations, are promoted by the THC through *The Medallion* and on the web site.

Marker Dedications

All historical markers should be dedicated with appropriate ceremonies to commemorate the marker topics, to honor the individuals who participated in the project and to provide publicity for the work of the local commission. Audiences for marker dedications can range in size from very small to almost 1,000, depending on the amount of advance publicity.

A good marker dedication ceremony might include an opening welcome from the county commission chair and introduction of special guests. It could be followed by a background history of the marker topic, including more detailed information than could be mentioned on the marker. Follow that with a special unveiling of the marker and then close with proper remarks. More elaborate ceremonies might include bands, choirs, politicians, skits and even dinner on the grounds. These dedications might even be included as part of existing celebrations, such as a parade, rodeo or fair. Printed programs, with a copy of the marker text, could be used as souvenirs of the marker dedication ceremony. If the local newspaper does not attend the event, send photos of the event to the paper, which will often run the photos.

A guide to planning dedication programs and sample press releases announcing the dedication are available free of charge from the THC's History Programs Division.

FOLKLIFE PROJECTS

Many activities related to local historical observances involve folklife (including folklore and folk art). Tales, songs, traditions, cooking methods and other aspects of folklife are often referred to as intangible cultural resources. The preservation of these intangible aspects of our cultural heritage is becoming an increasingly important part of many preservation programs.

As with the preservation and study of material culture and history, there is a right way and wrong way to collect and study all aspects of folk culture. For example, we all know tales and songs, but those we know are not necessarily part of a folk tradition. Simply because a potter makes ceramic jugs on a potter's wheel does not make the potter a folk artist. Traditional arts and crafts and folkways are those

that have been passed down in families or communities for three or more generations. So, part of the right way of studying folk traditions is to define properly those traditions before you begin. Then, photographs and interviews should be used to document such traditions, and the more details you note, the better the record.

CHCs and other preservation groups involved in or considering folklife projects can get information or advice from several organizations around the state. The Texas Council for the Humanities in Austin, for example, supports and funds projects in this field and may be able to act as a resource group. It includes folklife and folklore within its scope. Texas Folklife Resources is a private, nonprofit cultural organization dedicated to celebrating and perpetuating the living, traditional arts and culture of the Lone Star State. Visit their web site at www.texasfolklife.org for more information about what they may have to offer your CHC. Most major colleges and universities will have at least one professor (in departments ranging from English literature to anthropology) who is actively engaged in folklore research. Contact the school nearest you to find out if help is available from such a source.

HERITAGE TOURISM

Principles and Steps of Heritage Tourism Development

Heritage tourism is travel directed toward experiencing the heritage of a city, region, state or country. Heritage tourism enables the tourist to learn about, and be surrounded by, local customs, traditions, history and culture.

Heritage tourism is an important component of the nation's tourism industry. According to the National Trust for Historic Preservation, visiting historic sites and museums is high on the list of popular vacation activities for U.S. travelers. CHCs should take an active role in the promotion of local history through heritage tourism activities.

The THC has adapted the following five principles for a successful and sustainable heritage tourism program from the National Trust for Historic Preservation. Follow these principles to avoid challenges that could arise when preservation and tourism become partners.

■ **Preserve and protect resources** — Plan for the preservation and protection of special places, sites and traditions that attract visitors. Foster a good preservation ethic; follow the Secretary of the Interior’s Standards for Historic Preservation and comply with all applicable local, state and federal laws in planning and preserving historic sites.

■ **Focus on authenticity and quality** — The contributions previous generations have made to the history and culture of the community are what make it unique and add value and appeal for visitors. Ensure accuracy and quality when sharing these contributions with visitors.

■ **Make sites come alive with interpretation** — A destination is a place with a story. Use creative methods in interpreting the stories, special cultural sites, traditions, events and personalities that make your community or region distinctive. Be inclusive by sensitively telling the story of all groups that have made contributions to your heritage.

■ **Find the fit between community and tourism** — Educate the community about heritage tourism and historic preservation. A community that values and protects its heritage will contribute to the successful development of a project with funds, volunteers and political support.

■ **Collaborate for sustainability** — Tourism demands the participation of numerous individuals and organizations. Create partnerships to broaden support and chances for success; package sites and events in the community or region into a coherent visitor experience. Cross-promote with other sites to maximize exposure and dollars.

In order to gain success through heritage tourism, the National Trust for Historic Preservation suggests engaging in the following four-step process.

- **Step One: Assess the Potential**
- **Step Two: Plan and Organize**
- **Step Three: Prepare, Protect and Manage**
- **Step Four: Market for Success**

For a detailed explanation of these steps, please refer to the *Heritage Tourism Guidebook*, which can be downloaded from the THC's web site.

Establishing a Local Heritage Tourism Program

As you develop a tourism program, keep in mind the principles and steps discussed here, and incorporate them into all aspects of your program. Following are some practical tips for the development of a successful program:

- If your chamber of commerce does not already have a tourism committee, promote the creation of one and request that the chair of the tourism committee serve as an ex-officio member of the CHC and vice versa. This arrangement will create a liaison between the two groups and will facilitate efforts to promote the local travel industry.
- Develop and refine the county's historical marking program, ensuring that the locations of markers are included in promotional brochures and travel folders. Or, prepare a special map of the county showing all historical locations. Develop a maintenance program so that markers are available and legible.
- Cooperate with the chamber of commerce on the production of an attractive flier and a timely travel folder on historic walking and driving tours. To have your brochure added to those available at the Travel Information Centers, samples of first time (or newly produced) brochures need to be sent to the Texas Department of Transportation, Travel Division, P.O. Box 149248, Austin TX 78714-9248. This service is an excellent means of getting your message into the hands of the out-of-state visitor.
- Encourage the chamber of commerce to schedule periodic workshops for service personnel to train them in the finer points of "meeting and greeting" the public. For assistance, contact the Texas Hospitality Training Program at Texas A&M University, Tourism Department, 979.845.5419.
- Submit event materials to the Texas Department of Transportation's Travel Division for inclusion in the Texas Events Calendar, published quarterly in cooperation with the Office of the Governor, Economic Development and Tourism.

For more information, including a form for surveying your historic, cultural and natural sites, contact the Heritage Tourism

Program in the Community Heritage Development Division of the THC.

The Texas Heritage Trails Program

The Texas Heritage Trails Program is the THC's award winning regional heritage tourism initiative. This economic development initiative encourages communities, heritage regions and the state to partner and promote Texas' historic and cultural resources.

More information about this program is included in Section 9 of this handbook or contact the THC's Community Heritage Development Division.

ECONOMIC BENEFITS OF HISTORIC PRESERVATION

One of the many selling points you can use to promote historic preservation is its positive impact on the local and statewide economy. In 1999, a number of nonprofit preservation groups across the state, seven local governments, the Center for Urban Policy Research at Rutgers University, the LBJ School of Public Affairs at the University of Texas at Austin and the THC completed a full-scale study of this topic. The purpose of the study was to document and understand the economic benefits of historic preservation efforts throughout Texas. The study confirmed that historic preservation positively and significantly impacts the state's economy. The economic impact study found that:

- historical designations improve property values
- incentives for historic properties attract reinvestment
- historic building rehabilitation rebuilds and enhances Texas communities
- preservation of historic properties creates jobs
- Texas' heritage attracts tourists
- history museums draw tourists and economic vitality to communities
- revitalization of Texas downtowns makes good business sense

The study concluded that historic preservation activities contribute more than \$1.4 billion in revenue to the Texas economy each year and, in the process, generate almost 41,000 Texas jobs annually. In addition, researchers found that one out of 10 travelers to Texas is a heritage tourist. These travelers spend more money per day than the average traveler, stay longer at their destination and have higher household incomes. Thus, almost any community of any size can stimulate its economy by promoting its local heritage as a tourism attraction. Among the many areas of the Texas economy covered by the study, researchers determined that cities offering economic incentives for the rehabilitation of a historic property have seen more reinvestment due to those incentives. Surveys of cities with active historic preservation programs indicate that historical designations may increase property values by as much as 20 percent.

The study can be used as a tool for sharing the good news of preservation with local decision-makers — city councils, commissioners courts, chambers of commerce, business associations, realtors and appraisers, for example — as well as to offer some strong positive evidence to refute common misconceptions about the economics of preservation. The CHC should be familiar with the tenets of the study and should make the most of the statistics in public relations efforts.

Copies of the study, entitled *Historic Preservation at Work for the Texas Economy*, are available free of charge from the THC, or the study may be downloaded from the THC's web site.

Section 9: Preservation Tools

In this section, you will learn about various programs and opportunities the THC offers to help you with your preservation efforts.

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SECTION 9: Preservation Tools

ANNUAL HISTORIC PRESERVATION CONFERENCE

CHC members should keep informed of preservation trends and issues on the local, state and national levels. The THC offers a variety of continuing education opportunities that are publicized through agency listservs and on our web site. Our main educational effort is our Annual Historic Preservation Conference.

Each CHC should strive to be represented at THC's Annual Conference, since the program developed in part to address the needs of CHCs. It is also an excellent opportunity for preservationists from all over the state to network and share challenges and successes.

The conference is typically held in Austin during odd-numbered (legislative) years and in other communities during even-numbered years. This three-day conference features seminars and workshops on a variety of important preservation issues. It honors recipients of major preservation awards and offers opportunities for exploring historic sites and preservation projects.

Many CHCs receive funding from their county commissioners court to attend the conference. And though there is a registration fee, the amount is minimal relative to comparable conferences hosted by other state preservation offices. Conference information is provided to all CHCs after the first of the year and is also available on the THC web site. For more information, contact the Marketing Communications Division at 512.463.6255 or thc@thc.state.tx.us.

THC PROGRAMS AND INITIATIVES

Certified Local Government (CLG)

The CLG Program helps to promote local preservation efforts through a partnership between the National Park Service, the THC and local governments by providing technical and financial assistance. It enables participating city governments to develop and sustain a strong preservation ethic that influences zoning and permit decisions critical to preserving local historic resources. Because most counties in Texas

do not have regulatory land-use control, the program primarily helps participating county governments establish and maintain a system for the survey and documentation of historic properties located within its jurisdiction, as described in Chapter 318 of the Texas Local Government Code. As part of an active statewide network of CLGs, communities derive the most benefits from a comprehensive approach that synthesizes historic preservation with local regulatory control, economic incentives, and informed public participation.

The CLG program provides guidance and assistance to local governments in the following areas:

- Drafting or updating preservation plans and ordinances
- Planning for and conducting architectural, historical, and archeological surveys
- Developing criteria for local designation programs, historic districts, historic preservation planning, and conservation districts
- Developing design guidelines using the Secretary of the Interior's Standards
- Developing economic incentives for historic preservation
- Training local commissions and review boards
- Matching grants with regard to eligible preservation activities

A county government may apply anytime during the year to become a CLG. For specific information on how to become a certified government, visit the THC's web site or contact the CLG state coordinator. Numerous steps are involved in the application process, and communication with the THC will reduce delays in processing.

For more information, contact the Community Heritage Development Division, at 512.463.6092 or community-heritage@thc.state.tx.us.

Texas Main Street Program

The Texas Main Street Program helps Texas cities revitalize their historic downtowns and neighborhood commercial districts by utilizing preservation and economic development strategies. Affiliated with the National Trust for Historic Preservation, the Texas Main Street Program is among the most successful downtown revitalization

programs in the nation. It has assisted more than 140 Texas cities since its beginning in 1981. The program has resulted in the private reinvestment of more than \$1.4 billion in Texas downtowns and neighborhood commercial districts, the creation of more than 24,497 jobs and the establishment of more than 6,339 new businesses.

CHCs can be a wonderful resource for Texas Main Street programs in their counties, and Main Street can provide a new networking opportunity for CHC activities. Get to know the Main Street manager(s) in your county's communities, and if one or more cities in your county is a potential candidate for the Texas Main Street Program, encourage city leaders to look into the possibility of becoming a Texas Main Street city.

For more information, contact the Texas Main Street Program in the Community Heritage Development Division, at 512.463.6092 or community-heritage@thc.state.tx.us.

Visionaries in Preservation (VIP)

The VIP program empowers Texas communities to shape the future of their historic preservation efforts through visioning and planning, and provides training and assistance tailored to achieve local preservation goals. Counties, cities, and even neighborhoods are included in the definition of "community" and are eligible to participate in the process. Ideally, the CHC would be a leader in planning and participating in the VIP program.

The VIP program is modeled after an innovative planning process known as "visioning." Visioning is a tool that brings a community together to develop a shared image of the future and form an action plan for achieving that vision. The process is based on four simple questions: Where are we now? Where are we going? Where do we want to be? How can we get there? (See Section 3 for more information on visioning.)

How the VIP Program Works

Any individual, coalition of supporters, community group or association is eligible to apply. Local governments, such as mayors and city councils, city planning departments and landmark commissions, county historical commissions and nonprofit organizations are also

eligible. The program does not require a financial commitment, but a community must demonstrate broad support for the initiative as well as organize and host a series of local meetings and workshops.

To ensure success, this process must be community-based and inclusive. Thus, each community's leadership group must be prepared to garner support for the initiative, research the issues, organize and advertise visioning workshops and maintain local momentum. Once a community is selected for the program, the THC facilitates a series of local workshops and works with each community to design the most effective visioning process and timeline. The THC also produces a vision statement and preservation action plan, based on local input and workshops, for each community in the program. This process requires a commitment of approximately six months to one year.

Once the local vision and plan are complete, the THC provides the necessary preservation training to facilitate success. Training materials cover a range of topics, from how to survey historic resources to successfully funding local preservation projects.

Benefits of VIP

Through the VIP program, communities can:

- build partnerships among diverse groups and interests.
- foster preservation leadership.
- develop unified preservation goals and action plans.
- receive priority status for local training and assistance from the THC.
- enhance their capability to secure grants and funds for preservation projects.

Applications to participate in the program are accepted once a year in the fall. The THC hopes to bring three communities into the program each year. Watch *The Medallion* and the THC web site for application deadlines.

For more information, contact the VIP program in the Community Heritage Development Division at 512.463.6092 or community-heritage@thc.state.tx.us.

The Texas Heritage Trails Program (THTP)

The THTP is the THC's award winning regional heritage tourism initiative. This economic development initiative encourages communities, heritage regions and the state to partner and promote Texas' historic and cultural resources. These successful local preservation efforts, combined with statewide marketing of heritage regions as tourism destinations, increase visitation to cultural and historic sites and bring more dollars to Texas communities.

In 1997 the State Legislature charged the THC to create a statewide heritage tourism program. The THC responded with a program based on local, regional and state partnerships, centered around 10 scenic driving trails created in the late 1960s by Gov. John Connally and the Texas Highway Department. These trails serve as the nucleus of 10 regions that include both heritage tourism attractions and communities on and off the trail. A map of the regions and their executive directors can be found on the THC web site. They include:

- Texas Brazos Trail Region
- Texas Forest Trail Region
- Texas Forts Trail Region
- Texas Hill Trail Region
- Texas Lakes Trail Region
- Texas Independence Trail Region
- Texas Mountain Trail Region
- Texas Pecos Trail Region
- Texas Plains Trail Region
- Texas Tropical Trail Region

CHCs are encouraged to participate in the promotional efforts of their heritage regions. Keep your commission involved in region-sponsored activities and programs.

For more information on the THTP, contact the Community Heritage Development Division at community-heritage@thc.state.tx.us or 512.463.6092.

Texas Archeological Stewardship Network

Prehistoric and historic archeological sites are tremendously important elements in Texas' rich heritage, but archeology is not something to be undertaken without proper training and experience. The Texas Archeological Stewardship Network was developed to assist in the preservation of archeological sites in Texas. The network is comprised of experienced avocational archeologists whom the THC has approved and trained to research, monitor and document archeological sites in their respective areas.

Stewards are volunteers, and, as extensions of the THC's Archeology Division, they may assist with the documentation, interpretation and preservation of sites and artifacts in their local areas. Stewards also do public outreach and are actively involved in the annual archeology field schools, sponsored by the Texas Archeological Society and other archeological societies, which are open to the public. Stewards are wonderful resources for CHCs, both as members of your commission and if you need archeological preservation assistance. For more information, contact the Archeology Division at 512.463.6096 or archeology@thc.state.tx.us.

Emergency Response/Disaster Relief

Natural disasters can threaten historic and prehistoric resources just as demolition, vandalism or neglect by human hands can. In Texas, the most prevalent disaster threats to historic properties are floods, hurricanes, wildfire and tornados. Fire also poses a threat to individual historic buildings and can constitute a small-scale disaster for property owners.

Having an emergency response plan in place will greatly aid disaster relief and increase the chances for preservation and protection of cultural resources. If your county suffers a natural disaster, the following information is a resource you can turn to for help.

In Texas, both disaster preparedness and disaster response are coordinated by the Division of Emergency Management (DEM). When the President declares a federal disaster, the Federal Emergency Management Agency (FEMA) becomes involved. The use of federal funds to assist communities after a disaster is subject to Section 106 review when clean-up and repair work impact historic properties. In

these situations, DEM and FEMA consult with the THC to ensure the historic resources are protected.

Although the THC does not have a specific grant program for disaster assistance, the Texas Preservation Trust Fund (see grants information later in this section of the handbook) may be able to assist in the rehabilitation of historic properties damaged by disaster. The National Trust for Historic Preservation may be able to assist in the initial damage assessments after a disaster or fire. The Texas Department of Housing and Community Affairs maintains a Disaster Relief Fund for local government recovery projects. The Small Business Administration aids both business and residential properties with low- or no-interest loans after a declared disaster. For nonprofit organizations, being turned down first for a Small Business Administration loan can be critical to qualifying for financial assistance from FEMA.

The keys to retaining the integrity of a historic district, property or structure after a disaster are using caution during cleanup, thoroughly documenting the damage, stabilizing the site during the recovery stage and cautiously drying materials. It is important to develop a visual record (usually photographs/videotape) showing the scope of the disaster and the damage to the historic fabric. The THC can advise owners of historic properties on the proper cleanup and rehabilitation techniques after disaster strikes.

The CHC is a critical resource on the ground for the THC to rely on before and after a disaster. Members of the CHC know the local resources often better than our agency staff and can help us focus our response efforts after a disaster on the locations and resources needing the most immediate assistance.

Awards

The THC offers a variety of awards to recognize hard work and worthy accomplishments in the preservation of Texas' heritage. CHCs are encouraged to recognize outstanding members and leaders, museums and various preservation activities by submitting nominations for the following awards:

- Award of Excellence in Historic Architecture
- Award of Excellence in Media Achievement
- Award of Excellence in Preserving History

- Anice B. Read Award of Excellence in Community Heritage Development
- John L. Nau, III Award of Excellence in Museums
- John Ben Shepperd CHC Leadership Award
- Curtis D. Tunnell Lifetime Achievement Award in Archeology
- Ruth Lester Lifetime Achievement Award
- George Christian Outstanding Volunteer of the Year Award
- T.R. Fehrenbach Book Award
- Governor's Award for Historic Preservation
- Award of Merit

For nomination forms and specific award information visit the THC web site. Nominations must be accompanied by a completed cover form. Please read the guidelines carefully for criteria and deadline information. For more information, contact the History Programs Division at 512.463.5853 or history@thc.state.tx.us.

Distinguished Service Award

The Distinguished Service Award (DSA) is given annually to CHCs that exemplify exceptional service and dedication to the preservation of Texas. Criteria are based on the work outlined for county historical commissions in Chapter 318 of the Texas Local Government Code.

To determine if your CHC is eligible for this award, a list of DSA criteria is available on the following two pages. CHCs should submit an annual report in January/February providing information on activities of the previous year. THC will make an annual report form available to CHCs during the first week of January. Contact CHC Outreach staff with questions about the DSA process; call 512.463.5853.

DISTINGUISHED SERVICE AWARD (DSA) Criteria Reference Sheet

This table lists DSA Criteria and associated statutory citations from the Texas Local Government Code (Chapter 318); answers to CHC Annual Report questions will provide all necessary information to determine DSA eligibility.

Statute Citation	Work that should be included in CHC Annual Report in order to be eligible for a DSA.
ORGANIZATION	
318.008a	Turn in an CHC Annual Report
318.008a	Make annual report of activities to county commissioners court
318.008b	Submit CHC meeting minutes AND/OR submit proposed CHC budget for recommendations from commissioners court AND/OR meet with the county commissioners court
318.009	Secure money AND/OR in-kind services from county
318.0101	Provide CHC plan for work or customize statewide plan for individual CHC needs
318.0101	Partner with at least 3 different organizations in your county or region
MEMBERSHIP	
318.003a	Have at least 7 county residents appointed to CHC
318.003d	Provide updated appointment list to the THC in odd-numbered years
318.005a	Report dates of at least 4 CHC meetings during the year of service
318.005b	State that at least one appointee has taken Open Meetings training
	Report total volunteer hours that average out to at least 50 hours per appointee
TRAINING/EDUCATION	
318.0102b	CHC representative attends at least 2 preservation education opportunities (THC or local speakers/events)

318.0102c	Utilize THC web presentations to educate your CHC or provide your own training
318.007	Provide or partner in some sort of project/effort to educate community
CORE PRESERVATION	
CHC must report 3 projects that reflect any statutory assignment noted in this section to be eligible for a DSA.	
318.006a	Continuing survey of county historic resources
318.006b	Develop and maintain inventories for surveyed properties
318.006c	Establish a system for periodic review and assessment of the condition of designated properties
318.010a	Review marker applications
318.010b	Establish a system for periodic review, assessment, and maintenance of markers
318.010c	Promote historic and cultural sites to develop and sustain heritage tourism
318.010e	In operating museums, the CHC shall adhere to professional standards in the care, collection, management, and interpretation of artifacts
318.012	Review and make recommendations for historic site tax exemption requests filed with the county
Each example of active participation in a program or project under 818.002 counts as 1 project toward the 3 projects required for eligibility in this section.	
318.002	THC programs and projects suggested to CHCs:
	County Certified Local Government
	County Visionaries in Preservation
	Hosting a THC workshop
	Coordinating a regional preservation or tourism event (Texas Archeology Month event, history conference, junior historian program, etc.)
	Meeting regionally with other CHCs to share experiences and efforts
	Projects initiated to diversify membership and/or interpretation of historic and cultural resources
**Special consideration in regards to DSA eligibility is given for CHCs that go above and beyond DSA criteria and/or perform service in extraordinary situations; a specific example would be disaster response work by a CHC.	

THC ADMINISTERED GRANTS AND FUND RAISING

The THC offers several grant programs to assist in the preservation and promotion of historic and cultural resources. Most THC grants require the local preservation organization to match its funds, and funds are reimbursed as opposed to provided up front. Many other sources of grant funds exist across the state and the nation for those willing to prepare grant applications. The THC also offers a workshop on how to write successful grants.

Texas Preservation Trust Fund (TPTF)

Created by the Texas Legislature in 1989, the Texas Preservation Trust Fund (TPTF) is an interest-earning pool of public and private monies. The earned interest and designated gifts are distributed as matching grants to public and private owners of eligible historic properties, archeological sites and associated collections of the State of Texas.

Preservation grants from the Trust Fund can be made to any public or private entity, including those whose purposes include historic preservation, that is either the owner, manager, lessee, maintainer or potential purchaser of an eligible historic property. TPTF grants pay up to half of the total project costs to help preserve Texas' cultural resources.

Applications will be available as announced by the THC. There are two steps in the grant application process. First, all applicants are required to submit brief application forms for the THC to review according to the established deadline. The THC will select the highest priority projects from the initial applications and invite those applicants to move forward to the second step. Successful applicants will continue the process by submitting detailed project proposals and budgets. Full project proposals will be considered by the THC at an open meeting of the THC Commissioners. Grant funds are awarded for:

Archeology TPTF Projects

■ **Acquisition:** Funding to acquire absolute ownership of eligible threatened archeological resources; may include purchase price of the property and related costs such as appraisal fees, closing costs, survey fees and other professional fees if approved by the THC

■ **Curatorial:** Funding for professional inventory and/or rehabilitation of state associated held-in-trust archeological collections (such as processing, cataloging and collections housing improvements) acquired as a result of cultural resource management projects conducted before 1990. Held-in-trust collections refer to those state associated collections under the authority of the THC that are placed in a curatorial facility for their care and management.

■ **Development (Preservation):** Funding for stabilization or repair of man-made or natural damage sustained at an archeological site, or for protective measures such as fencing or signage

■ **Planning:** Funding for professional archeological surveys or site investigations, with the subsequent analysis and reporting of results to address specific, significant archeological research issues, assessment needs and aid in archeological site planning, and preservation. Funding may also be available for the production of an archeological report (non-regulatory), for planning purposes, that aids archeological site planning and preservation.

Architecture TPTF Projects

■ **Acquisition:** Funding to acquire absolute ownership of eligible threatened historic architectural resources; may include purchase price of the property and related costs such as appraisal fees, closing costs, survey fees and other professional fees if approved by the THC.

■ **Development:** Funding for preservation, restoration, rehabilitation or reconstruction of a building or structure, as defined by the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, 1995.

Reimbursable costs include: professional fees to supervise construction and the THC-approved costs of construction and related expenses.

■ **Planning:** Funding for preparation of property-specific historic structure reports, historic or cultural resource reports, preservation plans, maintenance studies, local and regional preservation plans, architectural plans and specifications, and/or feasibility studies.

■ **Historic Survey:** Funding for a professional survey and report on multiple historic properties for planning purposes leading to historic designations, preservation ordinances, etc. Please submit one map of survey area.

Education TPTF Projects

Heritage education preservation grants can be awarded for projects that involve training and education of individuals and organizations about historic resources and proven preservation techniques. Examples of eligible heritage education grant projects include:

- Preservation curriculum and web site development for youth
- Local or regional workshops for preservation training
- Handbook on ethnic history and listing of sites within a county
- Publication on what it means to live in a historic district
- Discovery guidebook for publicly accessible archeological sites in a region
- Hands-on preservation field school

Properties seeking TPTF grant assistance must meet at least one of the following criteria:

- be listed in the National Register of Historic Places (NR)
- be designated a Recorded Texas Historic Landmark
- be designated a State Archeological Landmark
- be eligible for historical designation

County courthouses more appropriately would apply for funding through the THC's Texas Historic Courthouse Preservation Program (see below). Application forms for upcoming grant cycles are available directly from the THC or online at the THC web site. Refer to the THC web site for upcoming deadlines. Typically, **grants range from \$5,000 to \$30,000**. For more information, contact the THC's Deputy Executive Director at 512.463.6100.

Texas Historic Courthouse Preservation Program

In June 1999, the Texas Legislature and Gov. George W. Bush established the Texas Historic Courthouse Preservation Program through House Bill 1341. The program provides matching grants to Texas counties for the preservation of their historic county courthouses. Through 2010, the program has been funded through the state's general revenue fund and bond obligations totaling \$224 million.

Any county that owns a historic courthouse may apply to the THC for a grant under this program. The building must be a historic courthouse structure, defined as meeting one or more of the following criteria:

- at least 50-years old prior to the date of application, with the initial date of service defined as the date of the first official commissioners court meeting in the building
- listed in the NR
- designated a Recorded Texas Historic Landmark
- designated a State Archeological Landmark
- certified by the THC to other state agencies as worthy of preservation
- designated by an ordinance of a municipality with a population of more than 1.5 million as historic

In addition, in order to be eligible for funding, a county must have completed a THC approved master preservation plan, finalized or updated in the 30-month period prior to the date of application. A list of counties having approved preservation master plans is found on the THC web site.

Courthouse program grant recipients must provide a match of up to 15 percent of the total project cost.

A county that receives funding under the courthouse program must use the money only for preservation, reconstruction, rehabilitation and restoration expenses that the THC determines eligible. All work must comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. State funding is provided on a reimbursement basis for approved work on the selected projects.

Application forms for upcoming grant cycles are available directly from the THC or online at the THC web site. The applications are evaluated based on the scoring criteria established by the THC, and funding amounts are allocated at an open meeting of the THC commissioners. Refer to the THC web site for deadlines.

The Texas Courthouse Stewardship program was created in 2005 as another component of this program to assist counties by fostering facility maintenance, planning, budgeting and training. THC architectural staff is available to provide technical expertise to counties

to avoid having the courthouses fall back in to a state of deferred maintenance and disrepair.

The **maximum allowable grant amount is currently \$6 million**. A courthouse project reviewer is assigned to each Texas county; contact information for these project reviewers can be found on the THC web site. For more information on the program, contact the Texas Historic Courthouse Preservation Program at 512.463.6094.

Museum Grants:

Each year, the THC distributes up to \$10,000 in grant funds to small museums for preservation projects, enhancing their ability to provide a better standard of care for their collections. Applications are available on the THC web site on or around September 1 each year and are due in mid-October. Museum grants are awarded Up to \$1,000. For more information, contact THC's Museum Services Coordinator at 512.463.5853 or history@thc.state.tx.us.

Certified Local Government Sub-grants

Certified Local Government (CLG) sub-grants are provided by the THC, annually through a grant from the Historic Preservation Fund of the National Park Service, U.S. Department of the Interior. At least 10 percent of this federal allocation is set aside by THC for distribution solely to CLGs.

Sub-grants may be used for local historic preservation projects, including surveys of historic properties/districts, preparation of nominations to the NR and other community-based preservation projects. Other examples of eligible projects and specific review criteria for consideration is outlined in the sub-grant application manual and also found on the THC web site.

Sub-grants are allocated once a year on a competitive basis based upon established priorities identified by the THC. Such priorities may be subject to change based upon changes in federal historic preservation program priorities. All sub-grants are reimbursable and require a local cash match budgeted on a one-to-one (dollar for dollar) match equal to a 50/50 ratio for the total cost of the project. Proposed projects utilizing all or partial matches of verifiable in-kind services and/or

goods may also qualify as long as the local match equals a 50/50 ratio for the total cost of the project. Only non-federal monies may be used as a match, with the exception of Community Development Block Grants.

City and county governments must be individually certified by the National Park Service as CLGs prior to the submission of their subgrant application in order to apply. Subgrants can be used in the following ways:

- Funding specific eligible projects pertaining directly to the City or County CLG
- County CLGs may apply to assist non-CLG cities within their jurisdiction.
- Partnering with other CLGs to facilitate larger eligible projects such as public workshops or hiring a consultant to perform services for multiple communities
- Sponsoring or delegating a third-party organization such as another unit of local government, a commercial firm, a nonprofit entity or educational institution to administer the sub-grant. The contributed services of the third party to the CLG may be counted toward the matching share requirements of the grant.

Typically, the funding range for CLG grants is \$2,000–30,000. CLG grant deadline information is posted on the THC web site.

For more information, contact THC's CLG Coordinator in the Community Heritage Development Division, at 512.463.6092 or community-heritage@thc.state.tx.us.

Heritage Tourism Partnership Grants

For more information, contact the Heritage Tourism Program in the Community Heritage Development Division at 512.463.1236 or community-heritage@thc.state.tx.us.

Grant Writing Workshops

The THC and the Friends of THC sponsor grant-writing workshops, which provide practical training for writing effective grant proposals. If your CHC has a special project in mind or needs to augment its county budget, these workshops are designed to improve your chances of

becoming grant recipients. The seminars cover all aspects of fund raising, including where to find funding, how to approach foundations and how to write convincing proposals.

The seminars are intended for volunteers and staff from preservation organizations as well as a variety of other fields. A two-day basic workshop covers the “nuts and bolts” of grant writing, while an intensive four-day workshop provides additional information and two days use of Regional Foundation Library resources under the guidance of the collection supervisor. Class size is limited, and there is a charge for the workshops. For more information, contact the Community Heritage Development Division at community-heritage@thc.state.tx.us or 512.463.6092.

FEDERAL HISTORIC PRESERVATION TAX INCENTIVES

A federal tax credit is available for the rehabilitation of historic buildings. The tax credit is worth 20 percent of the eligible rehabilitation costs. CHCs should be aware of and promote this effective preservation tool for the rehabilitation of income-producing properties listed in the NR. A building must be eligible for listing at the beginning of the rehabilitation project, but need not be officially designated until the tax credit is claimed by the owner.

The work undertaken as part of the project must meet *The Secretary of the Interior's Standards for Rehabilitation* (Appendix II). The tax credit is available only for income-producing properties. For example, office, retail, hotel and apartments are eligible. Owner occupied residential properties are NOT eligible for the credit. The credit is also limited to buildings only; structures such as bridges and silos do not qualify. The tax credit is designed for substantial rehabilitation projects, not small remodeling projects. The eligible project costs generally must exceed the value of the building itself (not including the land) at the beginning of the project. Most rehabilitation costs are eligible for the credit, such as structural work, building repairs, electrical, plumbing, heating and air conditioning, roof work and painting. Some specific costs are NOT eligible for the credit, such as acquisition, new additions, furniture and landscaping.

The tax credit requirements, which include both National Park Service and Internal Revenue Service (IRS) regulations, can appear confusing at times. THC staff will assist property owners in understanding and applying for the credits. Property owners should contact the THC as soon as possible if they are contemplating a tax credit project. It is very difficult to undertake the work without discussing it with the THC and then successfully claim the tax credit.

The IRS also allows a separate 10 percent tax credit for income-producing buildings constructed prior to 1936, but not listed in the NR. For this credit, buildings cannot be residential and the work must meet certain requirements but does not need to comply with *The Secretary of the Interior's Standards*. For more information, contact THC's Architecture Division at 512.463.6094 or architecture@thc.state.tx.us

COMMUNICATION RESOURCES

The Medallion

The THC's bi-monthly publication is an important source of information for CHCs. It features information on programs, grants, training opportunities and preservation news from around the state. *The Medallion* is a free publication. CHC chairs are automatically placed on the mailing list, others may request to be on the mailing list. If you are not receiving *The Medallion* and would like to, please contact the Marketing Communications Division at 512.463.6255 or thc@thc.state.tx.us.

Electronic Newsletters

Many THC programs communicate with their audience through an electronic newsletter sent through email. These newsletters are a great way to receive the most updated news and information from programs you have an interest in. The following programs currently offer newsletters: Museum Services Program, Texas Main Street Program, Texas Heritage Tourism Program, RIP Guardian Program. CHC members are strongly encouraged to take advantage of these opportunities. For more information, contact the History Programs Division at 512.463.5853 or history@thc.state.tx.us.

CHC Listserv

Access to email greatly enhances the THC's communication with CHCs. The CHCs listserv is an email forum managed by the THC. Through the listserv, news and information can be sent to all CHCs quickly, and CHCs can ask questions and share information with each other. CHC chairs (or their designees) are automatically placed on the listserv when the THC receives notice of your email address. Other CHC members can be added by request. If you do not have an email address, we strongly urge you to get one. Check with your local public library about how to set up an email account on the public computers there. For more information, contact the History Programs Division at 512.463.5853 or history@thc.state.tx.us.

THC Web Site (www.thc.state.tx.us)

Access to the THC web site via the Internet will provide the CHC with a world of information and resources to complement and enhance the information found in this handbook. Various forms, program information, a statewide calendar of preservation events, links to helpful preservation sites and other features are there for your use and continuing education. If you do not have a home computer with Internet access or permission to use computers at the courthouse, check with your local public library about using the Internet on the public computers there. The THC web staff is interested in your comments and welcomes your input about the site. For more information, contact the Marketing Communications Division at 512.463.6255 or thc@thc.state.tx.us.

Texas Historic Sites Atlas (<http://atlas.thc.state.tx.us>)

The Atlas is an important preservation tool with a number of uses. It is a web-based database with information on nearly 250,000 historic and archeological sites documenting Texas history. The database contains records from site form and location information gathered during a three-year period from museums, universities and agencies across the state. This data is combined with digital maps to allow the user to find a historic site's location as well as its condition. Because it was deliberately designed for web users, the Atlas can be an educational resource, heritage tourism tool and preservation bulletin, all in one.

The Atlas contains information on NR properties, Official Texas Historical Markers, county courthouses museums; and survey data. Users can search by county, name or address to find needed information. The full-text search tool allows users to search for all occurrences of any name, word or phrase in a marker inscription. Users can also perform a full-text search on the resources within a particular county or city, or choose to search the records for the entire state.

No archeological site information is included in the publicly accessible Atlas, since state and federal laws prohibit the release of specific information on archeological sites to the general public as protection from destruction and vandalism. Qualified preservation professionals may apply for access to the restricted archeological data. For more information, contact the THC Administration staff at 512.463.6100.

THC Library

The THC's Library serves the agency and the public as the THC's main repository of books, records and archives. The library contains material related to state and local history, historic preservation and antiquities protection in Texas. The collections include books, journals, published and unpublished reports, agency records, personal papers, maps, microfiche, sound and video recordings and other media. Library material does not circulate outside the agency but researchers, students and the public are welcome to use the collections on site by appointment. For more information, contact the History Programs Division at 512.463.5853 or history@thc.state.tx.us.

Appendix I: Preservation Contacts

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THC DIVISIONS/PROGRAMS AND FRIENDS

THC staff members are housed in several locations near the State Capitol, including some of the last vestiges of the 19th-century neighborhood that once graced this area of Austin. Visitors to the offices are welcome; however, **please schedule your visit ahead of arrival** to ensure the staff members you want to see are available. Parking is available in metered spaces along the street.

THC MAILING ADDRESS:

Texas Historical Commission
P.O. Box 12276, Austin, Texas 78711-2276
phone: 512/463-6100
email: thc@thc.state.tx.us
web: www.thc.state.tx.us

■ **THC Administration** is housed in the 1857 Carrington-Covert House; although we have included their physical address, most meetings with staff take place in the agency buildings listed below.

Physical Address: 1511 Colorado, Austin
Phone: 512/463-6100
Fax: 512/463-8222
Email: thc@thc.state.tx.us

■ **Archeology Division** is housed in the Elrose Apartment Building. Archeologists are assigned to projects according to which agency they work with; visit the THC web site or call find out which archeologist to work with.

Physical Address: 108 W. 16th St., Austin
Phone: 512/463-6096
Fax: 512/463-8927
Email: archeology@thc.state.tx.us

■ **Architecture Division** is housed in the Elrose Apartment Building. There is an architectural project reviewer assigned to each Texas County. Please the THC web site or call to find out which architectural reviewer works with your county. Also note that there are courthouse reviewers in addition to the regional architectural reviewers within the Architecture Division.

Physical Address: 108 W. 16th St., Austin
Phone: 512/463-6094
Fax: 512/463-6095
Email: architecture@thc.state.tx.us

■ **Community Heritage Development Division** is housed in the Christianson Leberman Building and houses the following programs: Texas Main Street Program, Certified Local Government Program, Visionaries in Preservation Program, and Heritage Tourism Program.

Physical Address: 1304 Colorado, Austin
Phone: 512/463-6092
Fax: 512/463-5862
Email: community-heritage@thc.state.tx.us

■ **History Programs Division** is housed in Luther Hall and houses the following programs: Historical Marker Program, National Register of Historic Places Program, Historic Texas Cemetery Program, County Historical Commission Outreach Program, Museum Services and Military Sites Program. This division also has 106 reviewers that are assigned according to which agency they work with; visit the THC web site or call find out which reviewer to work with.

Physical Address: 105 W. 16th St., Austin
Phone: 512/463-5853
Fax: 512/475-3122
Email: history@thc.state.tx.us

■ **Historic Sites** is housed in the Roy Thomas House. Contact information for each THC historic site can be found on the THC web site.

Physical Address: 1510 San Antonio Street
Phone: 512/463-7948
Fax: 512/463-7002
Email: historic-sites@thc.state.tx.us

■ **Marketing Communications** is housed in the 1857 Carrington-Covert House.

Physical Address: 1511 Colorado, Austin
Phone: 512/463-6255
Fax: 512/463-6374
Email: thc@thc.state.tx.us

■ **Friends of the Texas Historical Commission** is housed in the 1881 Gethsemane Lutheran Church Building.

Mailing Address: P.O. Box 13497, Austin TX 78711
Physical Address: Southwest corner of 16th St. and N. Congress
Phone: 512/936-2241
Fax: 512/463-3571
Email: friends@thc.state.tx.us

PRESERVATION PARTNERS AND PROGRAMS

Numerous associations, institutions and government agencies are involved in historic preservation activities or offer resources that can provide helpful information to CHCs and other local preservation groups. All the following statewide and national organizations have web sites should you desire further information.

STATEWIDE ORGANIZATIONS

**American Planning
Association,
Texas Chapter**

P.O. Box 684889
Austin, TX 78767
512/306-1674
www.txplanning.org

**Bob Bullock Texas State
History Museum**

P.O. Box 12874
Austin, TX 78711
512/936-8746
www.thestoryoftexas.com

**Council of Texas
Archeologists
c/o Geo-Marine, Inc.**

CTA Secretary-Treasurer
550 E. 15th St.
Plano, TX 75074
www.c-tx-arch.org

**Family Land Heritage
Program, Texas
Department of Agriculture**

P. O. Box 12847
Austin, TX 78711
512/463-2631
www.agr.state.tx.us

General Land Office

1700 N. Congress
Austin, TX 78701
512/463-5001
800/998-4GLO
www.glo.state.tx.us

Institute of Texan Cultures

801 E. Durango Blvd.
San Antonio, TX 78205
210/458-2300
www.texancultures.utsa.edu

Junior Historians of Texas

c/o Texas State Historical
Association
1155 Union Circle #311580
Denton, TX 76203-5017
940/369-5200
www.tshaonline.org

National Trust for Historic Preservation

Southwest Regional Office

500 Main St., Suite 1030
Fort Worth, TX 76102
817/332-4398
www.nationaltrust.org

Preservation Texas, Inc.

P. O. Box 12832
Austin, TX 78711
512/472-0102
www.preservationtexas.org

Save Texas Cemeteries, Inc.

11327 Old 2243 West
Leander, TX 78641
512/259-3990
www.rootsweb.com/~txstc/

State Preservation Board

P.O. Box 13286
Austin, TX 78711
512/463-5495
www.tspb.state.tx.us

Texas African-American Heritage Organization, Inc.

c/o Dr. David A. Williams
P. O. Box 141038
Austin, TX 78714
512/837-1405

Texas Archeological Society

CAR at UTSA
One UTSA Circle
San Antonio, TX 78249-0658
www.txarch.org

Texas Association of Museums

3939 Bee Caves Rd., Building
A, Suite 1B
Austin, TX 78746
512/328-6812
888/842-7491
www.io.com/~tam

Texas Commission on the Arts

P.O. Box 13406
Austin, TX 78711-3406
512/463-5535
www.arts.state.tx.us

Texas Council for the Humanities

1410 Rio Grande St.
Austin, TX 78701
512/440-1991
www.public-humanities.org

Texas Department of Transportation

125 E. 11th St.
Austin, TX 78701-2483
512/463-8585
www.txdot.state.tx.us

Texas Historical Foundation

P. O. Box 50314
Austin, TX 78763
512/453-2154
www.texashistoricalfoundation.org

Texas Oral History Association

Baylor University
One Bear Place #97271
Waco, TX 76798
254/710-3437
www.baylor.edu/TOHA

Texas Parks & Wildlife Department

4200 Smith School Rd.
Austin, TX 78744
512/389-4800
800/792-1112
www.tpwd.state.tx.us

Texas Society of Architects

816 Congress Ave., Suite 970
Austin, TX 78701
512/478-7386
www.texasarchitect.org

Texas State Historical Association

1155 Union Circle #311580
Denton, TX 76203-5017
940/369-5200
www.tshaonline.org

Texas State Library & Archives

P. O. Box 12927
Austin, TX 78711
512/463-5455
www.tsl.state.tx.us

Texas Travel Industry Association

3345 Bee Caves Rd., Ste. 102A
Austin, TX 78746

512/478-9177
www.ttia.org

**Office of the Governor,
Economic Development
and Tourism**

P. O. Box 12428
Austin, TX 78711
512/463-2000
www.governor.state.tx.us

NATIONAL ORGANIZATIONS

Advisory Council for Historic Preservation

Office of Planning and Review
1100 Pennsylvania Ave., NW,
Suite 809
Washington, D.C. 20004
202/606-8503

*www.achp.gov

*Web site includes a "Users
Guide to Section 106 Review"
and contact information for
federal agencies, SHPOs, and
tribes.

American Association for State and Local History

1717 Church St.
Nashville, TN 37203
615/320-3203
www.aaslh.org

American Association of Museums

1575 Eye St., NW, Suite 400
Washington, D.C. 20005
202/289-1818
www.aam-us.org

Association for Gravestone Studies

Greenfield Corporation
Center
101 Munson Street; Suite 108
Greenfield, MA 01301
413/772-0836
www.gravestonestudies.org

National Association of Tribal Historic Preservation Officers

P.O. Box 19189
Washington, DC 20036-9189
202/628-8476
www.nathpo.org

National Center for Preservation Technology and Training

645 University Parkway
Natchitoches, LA 71457
318/356-7444
www.ncptt.nps.gov

National Council on Public History

Cavanaugh Hall 327 – IUPUI
425 University Blvd.
Indianapolis, IN 46202
317/274-2716
www.ncph.org

National Conference of State Historic Preservation Officers

444 North Capitol St. NW,
Suite 342
Washington, D.C. 20001
202/624-5465
www.ncshpo.org

**National New Deal
Preservation Association**

P.O. Box 602
Santa Fe, NM 87504
505/473-3985
www.newdeallegacy.org

**Heritage Preservation
Services, National Park
Service**

1849 C St. NW, (2255)
Washington, D.C. 20240
202/513-7270
www.nps.gov/history/hps

**National Register of
Historic Places, National
Park Service**

1849 C St. NW, (2280)
Washington, D.C. 20240
202/354-2211
www.nps.gov/history/nr

**National Trust for Historic
Preservation**

1785 Massachusetts Ave., NW
Washington, D.C. 20036
800/944-6847
www.nationaltrust.org

**Preservation Action,
National Building Museum**

401 F Street, NW, Suite 324
Washington, D.C. 20001
202/637-7873
www.preservationaction.org

**Society for American
Archaeology**

900 Second St., NE #12
Washington, D.C. 20002
202/789-8200
www.saa.org

**Society of Architectural
Historians**

1365 N. Astor St.
Chicago, IL 60610
312/573-1365
www.sah.org

The Foundation Center

79 Fifth Avenue/ 16th Street
New York, NY 10003-3076
212/620-4230
www.foundationcenter.org

**U.S. Department of the
Interior**

1849 C Street, NW
Washington, D.C. 20240
202/208-3100
www.doi.gov

USDA Forest Service

Att: Office of Communication
Mailstop: 1111
1400 Independence Ave., SW
Washington, D.C. 20250-
1111
800/832-1355
www.fs.fed.us

TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) DISTRICT OFFICES

Your district engineer can be a good source of information and an important contact for you to have on various projects, including historical marker replacements on the highway rights-of-way, signage to historical attractions in your county, etc. The following is a list of the TxDOT district offices, their contact information and the counties they cover.

Abilene District Office

4250 N. Clack
Abilene, TX 79601
325/676-6800
Counties: Borden, Callahan,
Fisher, Haskell, Howard,
Jones, Kent, Mitchell, Nolan,
Scurry, Shackelford, Stonewall,
Taylor

Amarillo District Office

PO Box 7368
Amarillo, TX 79114
806/356-3256
Counties: Armstrong, Carson,
Dallam, Deaf Smith, Gray,
Hansford, Hartley, Hemphill,
Hutchinson, Lipscomb,
Moore, Ochiltree, Oldham,
Potter, Randall, Roberts,
Sherman

Atlanta District Office

701 East Main
Atlanta, TX 75551
903/796-2851
Counties: Bowie, Camp, Cass,
Harrison, Marion, Morris,
Panola, Titus, Upshur

Austin District Office

P O Drawer 15426
Austin, TX 78761
512/832-7000
Counties: Bastrop, Blanco,
Burnet, Caldwell, Gillespie,
Hays, Lee, Llano, Mason,
Travis, Williamson

Beaumont District Office

8350 Eastex Freeway
Beaumont, TX 77708
409/892-7311
Counties: Chambers, Hardin,
Jasper, Jefferson, Liberty,
Newton, Orange, Tyler

Brownwood District Office

2495 Hwy. 183N
Brownwood, TX 76802
915/646-2591
Counties: Brown, Coleman,
Comanche, Eastland,
Lampasas, McCulloch, Mills,
San Saba, Stephens

Bryan District Office

1300 North Texas Avenue
Bryan, TX 77803
979/778-9764

Counties: Brazos, Burleson,
Freestone, Grimes, Leon,
Madison, Milam, Robertson,
Walker, Washington

Childress District Office

7599 US 287
Childress, TX 79201
940/937-2571

Counties: Briscoe, Childress,
Collingsworth, Cottle,
Dickens, Donley, Foard, Hall,
Hardeman, King, Knox,
Motley, Wheeler

Corpus Christi District Office

1701 S Padre Island Drive
Corpus Christi, TX 78416
361/808-2300

Counties: Aransas, Bee,
Goliad, Jim Wells, Karnes,
Kleberg, Live Oak, Nueces,
Refugio, San Patricio

Dallas District Office

P O Box 133067
Dallas, TX 75313
214/320-4480

Counties: Collin, Dallas,
Denton, Ellis, Kaufman,
Navarro, Rockwall

El Paso District Office

13301 Gateway West
El Paso, TX 79928
915/790-4341

Counties: Brewster,
Culberson, El Paso, Hudspeth,
Jeff Davis, Presidio

Fort Worth District Office

P O Box 6868
Fort Worth, TX 76115
817/370-6500

Counties: Erath, Hood, Jack,
Johnson, Palo Pinto, Parker,
Somervell, Tarrant, Wise

Houston District Office

P O Box 1386
Houston, TX 77251
713/802-5000

Counties: Brazoria, Fort Bend,
Galveston, Harris,
Montgomery, Waller

Laredo District Office

1817 Bob Bullock Loop
Laredo, TX 78043
956/712-7400

Counties: Dimmit, Duval,
Kinney, La Salle, Maverick,
Val Verde, Webb, Zavala

Lubbock District Office

135 Slaton Road
Lubbock, TX 79404
806/745-4411
Counties: Bailey, Castro,
Cochran, Crosby, Dawson,
Floyd, Gaines, Garza, Hale,
Hockley, Lamb, Lubbock,
Lynn, Parmer, Swisher, Terry,
Yoakum

Lufkin District Office

1805 North Timberland Dr.
Lufkin, TX 75901
936/633-4321
Counties: Angelina, Houston,
Nacogdoches, Polk, Sabine,
San Augustine, San Jacinto,
Shelby, Trinity

Odessa District Office

3901 E. US Hwy. 80
Odessa, TX 79761
432/332-0501
Counties: Andrews, Crane,
Ector, Loving, Martin,
Midland, Pecos, Reeves,
Terrell, Upton, Ward, Winkler

Paris District Office

1365 North Main Street
Paris, TX 75460
903/737-9300
Counties: Delta, Fannin,
Franklin, Grayson, Hopkins,
Hunt, Lamar, Rains, Red River

Pharr District Office

P O Box 1717
Pharr, TX 78577
956/702-6100
Counties: Brooks, Cameron,
Hidalgo, Jim Hogg, Kenedy,
Starr, Willacy, Zapata

San Angelo District Office

4502 Knickerbocker Road
San Angelo, TX 76904
325/944-1501
Counties: Coke, Concho,
Crockett, Edwards, Glasscock,
Irion, Kimble, Menard,
Reagan, Real, Runnels,
Schleicher, Sterling, Sutton,
Tom Green

San Antonio District Office

P O Box 29928
San Antonio, TX 78229
210/615-1110
Counties: Atascosa, Bandera,
Bexar, Comal, Frio,
Guadalupe, Kendall, Kerr,
McMullen, Medina, Uvalde,
Wilson

Tyler District Office

2709 West Front Street
Tyler, TX 75702
903/510-9100
Counties: Anderson,
Cherokee, Gregg, Henderson,
Rusk, Smith, Van Zandt,
Wood

Waco District Office

100 South Loop Drive

Waco, TX 76704

254/867-2702

Counties: Bell, Bosque,
Coryell, Falls, Hamilton, Hill,
Limestone, McLennan

Wichita Falls District Office

1601 Southwest Parkway

Wichita Falls, TX 76302

940/720-7700

Counties: Archer, Baylor, Clay,
Cooke, Montague,
Throckmorton, Wichita,
Wilbarger, Young

Yoakum District Office

403 Huck Street

Yoakum, TX 77995

361/293-4300

Counties: Austin, Calhoun,
Colorado, DeWitt, Fayette,
Gonzales, Jackson, Lavaca,
Matagorda, Victoria, Wharton

Source: *Texas Department of Transportation web site, www.txdot.state.tx.us/insdotdot/geodist/geodist.htm*

TXDOT TEXAS TRAVEL INFORMATION CENTERS

Travel Information Centers strategically located along the Texas border, welcome visitors to Texas and distribute travel literature from chambers of commerce, city convention and visitors bureaus and attractions. Their contact information is listed below.

Amarillo

9700 E. I-40
Amarillo 79118
806/335-1441
aotic@dot.state.tx.us

Anthony

8799 S. Desert Blvd.
Anthony 79821
915/886-3468
aytic@dot.state.tx.us

Denison

6801 U.S. 69/75
Denison 75020
903/463-2860
dntic@dot.state.tx.us

Gainesville

4901 N. I-35
Gainesville 76240
940/665-2301
getic@dot.state.tx.us

Langtry

US 90 W. State Loop 25 at
Torres Ave.
Langtry 78871
432/291-3340
lytic@dot.state.tx.us

Laredo

15551 I-35 N at US 83
Laredo 78045
956/417-4728
lotic@dot.state.tx.us

Orange

1708 E. I-10
Orange 77632
409/883-9416
oetic@dot.state.tx.us

Texarkana

1200 W. I-30
Texarkana 75503
903/794-2114
tatic@dot.state.tx.us

Rio Grande Valley

2021 W. Harrison
Harlingen 78552
956/428-4477
vytic@dot.state.tx.us

Waskom

1255 N. I-20 E
Waskom 75692
903/687-2547
wmtic@dot.state.tx.us

Wichita Falls

900 Central Freeway
Wichita Falls 76306
940/723-7931
wftic@dot.state.tx.us

Appendix II: Preservation Resources

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COUNTY HISTORICAL COMMISSION STATUTE LOCAL GOVERNMENT CODE

Chapter 318. Historic preservation by counties Subchapter A. County historical commission

Sec. 318.001. Definition.

In this subchapter, "commission" means the county historical commission.

Sec. 318.002. Establishment.

The commissioners court of a county may appoint a county historical commission for the purpose of initiating and conducting programs suggested by the commissioners court and the Texas Historical Commission for the preservation of the county's historic cultural resources. Programs suggested by the Texas Historical Commission must be consistent with the statewide preservation plan. In suggesting programs, the Texas Historical Commission shall consider the fiscal and human resources the county has to conduct the programs.

Sec. 318.003. Composition; Term.

- (a) The commission must be composed of at least seven residents of the county. Members of the commission must be individuals who broadly reflect the age, ethnic, and geographic diversity of the county.
- (b) The members of the commission shall be appointed during the month of January of odd-numbered years and are appointed for a term of two years. The commissioners court shall fill a vacancy on the commission for the remainder of the unexpired term.
- (c) Each commission member must have an interest in historic preservation and an understanding of local history and resources.
- (d) The commissioners court shall provide to the Texas Historical Commission a list of appointed members and the mailing address of each member.

Sec. 318.004. Appointment by State.

If the commissioners court fails to appoint a commission by April 1 of each odd-numbered year, the Texas Historical Commission may appoint the commission after 30 days' written notice to the

commissioners court of its intention to do so. The county judge shall serve as commission chair during any interim period.

Sec. 318.005. Meetings.

(a) The commission shall meet at least four times each year and may meet as often as the commission may determine under rules adopted by it for its own regulation.

(b) All meetings of the commission shall be conducted in accordance with the open meetings law, Chapter 551, Government Code.

Sec. 318.006. Resource Identification.

(a) The commission should institute and carry out a continuing survey of the county to determine the existence of historic buildings and other historical and archeological sites, private archeological collections, important endangered properties, or other historical features within the county, and should report the data collected to the commissioners court and the Texas Historical Commission.

(b) The commission should develop and maintain its inventory of surveyed individual properties and districts in accordance with standards established by the Texas Historical Commission.

(c) The commission should establish a system for the periodic review and assessment of the condition of designated properties in the county, including Recorded Texas Historic Landmarks, State Archeological Landmarks, and individual historic properties or districts listed in the National Register of Historic Places. The commission should report the results of the review and assessment to the Texas Historical Commission.

Sec. 318.007. Education.

The commission should strive to create countywide awareness and appreciation of historic preservation and its benefits and uses.

Sec. 318.008. Reports and Recommendations.

(a) In order to inform the commissioners court and the Texas Historical Commission of the commission's needs and programs, the commission shall make an annual report of its activities and recommendations to the commissioners court and to the Texas Historical Commission before the end of each calendar year. The

commission may make as many other reports and recommendations as it sees fit.

(b) The commission shall make recommendations to the commissioners court and the Texas Historical Commission concerning the acquisition and designation of property, real or personal, that is of historical or archeological significance.

Sec. 318.009. Fiscal and Human Resources.

(a) The commissioners court may pay the necessary expenses of the commission.

(b) The commissioners court may make agreements with governmental agencies or private organizations and may appropriate funds from the general fund of the county for the purpose of:

(1) erecting historical markers and monuments;

(2) purchasing objects and collections of objects that are historically significant to the county;

(3) preparing, publishing, and disseminating, by sale or otherwise, a history of the county;

(4) hiring professional staff and consultants;

(5) providing matching funds for grants; and

(6) funding other programs or activities as suggested by the Texas Historical Commission and the commissioners court.

(c) The Texas Historical Commission may make grants available to the commission, subject to the budgetary authority and approval of the commissioners court, to carry out the purposes of this chapter.

Sec. 318.010. Resource Interpretation.

(a) The commission shall review applications for Official Texas Historical Markers to determine the accuracy, appropriateness, and completeness of the application.

(b) The commission should establish a system for the periodic review, assessment, and maintenance of Official Texas Historical Markers in the county.

(c) The commission should work to promote historic and cultural sites in the county to develop and sustain heritage tourism.

(d) The commission may:

(1) operate and manage any museum owned or leased by the county;

- (2) acquire artifacts and other museum collections in the name of the museum or the commission; and
- (3) supervise any employees hired by the commissioners court to operate the museum.

(e) In operating museums, the commission shall adhere to professional standards in the care, collection, management, and interpretation of artifacts.

Sec. 318.0101. Planning.

The commission should work in partnership with other preservation entities in the county to prepare a plan for the preservation of the county's historic and cultural resources. The commission should use the Texas Historical Commission's statewide preservation plan for guidance.

Sec. 318.0102. Leadership and Training.

- (a) The Texas Historical Commission shall make orientation materials and training available to all county historical commissions.
- (b) The commission should strive to be represented at informational or educational meetings sponsored by the Texas Historical Commission at least twice each year.
- (c) The commission, with assistance from the Texas Historical Commission, shall carry out board and volunteer training.

Sec. 318.012. Historic Site Tax Exemption.

- (a) The commissioners court may establish a program under which the commission:
 - (1) receives and reviews applications that are filed with the county and that request a property tax exemption under Section 11.24, Tax Code; and
 - (2) recommends to the commissioners court whether to grant the exemption and, if the grant of the exemption is recommended, how much of the property's assessed value should be exempt from taxation.
- (b) The commission may examine the property that is granted the exemption on recommendation of the commission and recommend to the commissioners court whether the exemption should be withdrawn because of changed circumstances involving the property.

(c) A person is entitled to appear before the commissioners court and state any objections to a recommendation made by the commission under this section regarding property owned by the person.

(d) The commissioners court may require a person whose property is granted the exemption to notify the commission of any plans the person may have to modernize the property or change it in any other manner.

Sec. 318.013. Contracts for Lease or Management of Landmarks.

(a) The commissioners court may, on recommendation of the commission or other interested persons, contract with a private person for the lease or management of any county-owned real estate or structure that is designated by the Texas Historical Commission as a Recorded Texas Historic Landmark considered worthy of preservation because of its history, culture, or architecture.

(b) The contract must be drawn in consultation with the commission and must specify the duties of the contracting party, including duties as to:

- (1) maintenance and repairs;
- (2) providing public access;
- (3) restricting inappropriate commercial uses; and
- (4) promoting preservation of the historic, cultural, or architectural aspects of the landmark.

(c) The contract may be handled in the same manner as a contract for professional services rendered to a county, such as a contract for architectural or engineering services, if the contract is with a nonprofit organization chartered in this state.

(d) The contract may be for a period of years as determined by the commissioners court.

Subchapter B. Support of Private Organizations

Sec. 318.021. Appropriations to Historical Foundations: Counties with Population of 191,500 To 600,000

The commissioners court of a county with a population of 191,500 to 600,000 may appropriate money from the general fund of the county to a historical foundation or organization in the county for the purpose of purchasing, constructing, restoring, preserving,

maintaining, or reconstructing historical landmarks, buildings, and furnishings that are of historical significance to the county. The foundation or organization must be incorporated under the law of this state as a nonprofit corporation.

ANTIQUITIES CODE OF TEXAS

The Antiquities Code requires state agencies and political subdivisions of the state, including cities, counties, river authorities, municipal utility districts and school districts to notify the THC of any action on public land involving five or more acres of ground disturbance; 5,000 or more cubic yards of earth moving; or any project that has the potential to disturb recorded historic or archeological sites. For more information please visit the THC web site.

SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES (1995)

Rooted in over 120 years of preservation ethics in both Europe and America, *The Secretary of the Interior's Standards for the Treatment of Historic Properties* are common sense principles in non-technical language. They were developed to help protect our nation's irreplaceable cultural resources by promoting consistent preservation practices.

The *Standards* may be applied to all property types: buildings, sites, structures, objects and districts.

It should be understood that the *Standards* are a series of concepts about maintaining, repairing and replacing historic materials, as well as designing new additions or making alterations; as such, they cannot, in and of themselves, be used to make essential decisions about which features of a historic property should be saved and which might be changed. But once an appropriate treatment is selected, the *Standards* provide philosophical consistency to the work.

The four treatment approaches, outlined below in hierarchical order and explained, are:

- Preservation

- Rehabilitation
- Restoration
- Reconstruction

The first treatment, **Preservation**, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation, the second treatment, emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color,

texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Restoration, the third treatment, focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

Standards for Restoration

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.

2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

Reconstruction, the fourth treatment, establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.

2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

Source: National Park Service, Washington, D.C.,
www2.cr.nps.gov/TPS/secstan1.htm#intro

INTERNET RESOURCES

The full text and additional information regarding the statutes and Attorney General opinions affecting the THC and CHCs can be found at the following web sites.

Texas Constitution and Statues

www.statutes.legis.state.tx.us

Rules & Regulations Concerning Historic Preservation in Texas

www.thc.state.tx.us

Select "Rules and Regulations: from the main menu and choose from the menu that pops up on the right.

Texas Flag Code

www.tsl.state.tx.us/ref/abouttx/flagcode.html

Texas Legislative Reference Library

www.lrl.state.tx.us/isaf/

Attorney General

www.oag.state.tx.us

Select "Opinions" from the side bar.

State Historic Preservation Legislation Database

www.ncptt.nps.gov/state-historic-preservation-legislation-database-1998-13

THC PUBLICATIONS LIST

The following publications are available on the THC web site. Paper copies are available in limited quantities. To order, call 512/463-6255 or email thc@thc.state.tx.us.

Booklets and Brochures

African Americans in Texas: Historical & Cultural Legacies

The Chisholm Trail

Los Caminos del Rio, Legacies of the Borderlands

Recorded Texas Historic Landmarks

Red River War

Sam Rayburn House Museum

Texas Forts Trail Region

Texas Forest Trail Region

Texas Independence Trail Region

Texas Brazos Trail Region

Texas Hill Country Trail Region

Texas Plains Trail Region

Texas Tropical Trail Region

Texas Mountain Trail Region

Texas Pecos Trail Region
Texas Lakes Trail Region
Texas in the Civil War
Texas in World War II
Texas Ten: Preserving the State's Historic Outdoor Sculpture
*The Texas Heritage Trails Program: Preserving and promoting your heritage –
and how it benefits communities*
The Heritage Tourism Guidebook
A Property Owner's Guide to Archeological Sites
Artifact Collecting in Texas
Destruction of Archeological Sites in Texas
Documenting Archeological Collections
Historic Texas Lands Plaque
How to Get Involved in Texas Archeology
Laws that Protect Archeological Sites
Marine Archeology in Texas
State Archeological Landmark Designation: A User's Guide
Texas Archeological Stewardship Network: Volunteers Saving the Past
Texas Archeology Awareness Month: A Learning Opportunity for All Ages
What Does an Archeologist Do?

Periodicals

Courthouse Cornerstones, a quarterly update of the Texas Historic
Courthouse Preservation Program
The Medallion, a bi-monthly magazine on preservation news

Reports

Historic Preservation at Work for the Texas Economy
Preserving our Heritage: A Statewide Plan for Texas
*50 Years of Preservation The THC's Accomplishments of the Past Five Decades
and 2001-02 Biennium*

Guidelines

After the Restoration
Fundamentals of Oral History
Finding and Hiring Qualified Preservation Consultants
Historic Texas Cemetery Designation Guidelines
Official Texas Historical Marker Guidelines
Preserving Historic Cemeteries

Remembering Texas: Guidelines for Historical Research
Researching Military History

Appendix III: Sources of Further Study

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Cultural Resources.....2**

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SOURCES FOR FURTHER STUDY

Below is a list of helpful publications concerning specific programs and topics. The publications are listed in the order of the handbook chapter they pertain to.

Section 2: The County Historical Commission

- Brown, Kathleen. *Keys To Making Volunteer Programs Work*. Arden Publishing Company, 401 Vista Heights Road Richmond, CA 94805
- Pizer, Laurence R. *A Primer for Local Historical Societies*. 2nd ed., Revised and expanded from the first edition by Dorothy Weyer Creigh. Nashville, TN: Alta Mira Press, 1991.
- Wilson, Marlene. *Effective Management of Volunteer Programs*. Volunteer Management Association, 279 South Cedarbrook Road Boulder, CO 80302

Section 3: Preservation Planning

Printed materials

- *A Guide to Community Visioning*. The Oregon Vision Project Team at the Oregon Chapter of the American Planning Association, 1993.
- "Community Visioning: A Tool for Managing Change," Steven C. Ames. *PAS Memo*, Planning Advisory Service, American Planning Association, Chicago, Illinois, July, 1996.
- "Comprehensive Plans: Making the Vision Come True," Carolyn Kennedy. *PAS Memo*, Planning Advisory Service, American Planning Association, Chicago, Illinois, July, 1992.
- *Planning for the Future: A Handbook on Community Visioning*. The Center for Rural Pennsylvania. www.ruralpa.org 717/787-9555.
- "Preparing a Historic Preservation Plan," Richard Roddewig and Bradford White. *PAS Report*, no. 450 (1994).
- "Preservation Planning: Ensuring a Future for our Past," Susan Henry Renaud. *Cultural Resource Management* 23, no. 7 (2000):3.
- *Saving Place: A Guide and Report Card for Protecting Community*

Character. Philip B. Herr. Boston: National Trust for Historic Preservation, 1991.

■ *The Community Visioning and Strategic Handbook*. National Civic League (1996). 1445 Market Street, Suite 300, Denver, CO 80202; Tel: 800/223-6004.

Web sites

■ Community Visioning: Planning for the Future in Oregon's Local Communities, Steven C. Ames

www.design.asu.edu/apa/proceedings97/ames.html

■ Planning Process Toolkit ww.sustainable.org

■ The Power of Vision: Making the Strategic Plan Come Alive

www.arc.gov

■ What's in a Vision Statement? www.allianceonline.org

■ Historic Preservation Planning Program, National Park Service

www.nps.gov

Section 4: Identifying Cultural Resources

■ *Guidelines for Local Surveys: A Basis for Preservation Planning* (National Register Bulletin #24, Washington, DC, 1977), available from the National Park Service or at www.nps.gov/history/publications

■ *Secretary of the Interior's Standards for Identification*, available from the National Park Service or at www.nps.gov/history/local-law/arch_stnds_0.htm.

Section 5: Evaluating and Designating Cultural Resources

■ Poppeliers, John, S. Allen Chambers, Jr., and Nancy Schwartz. *What Style Is It: A Guide to American Architecture*. New York: John Wiley & Sons/Preservation Press, 1995.

■ Blumenson, J.-G. *Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945*. Nashville, TN: AltaMira Press, 1981.

- McAlester, Virginia Savage Talkington. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1984.
- Hardesty, Donald L., and Barbara J. Little. *Assessing Site Significance: A Guide for Archaeologists and Historians*. Heritage Resource Management Series #3. Nashville, TN: AltaMira Press, 2000.
- Henry, Jay, C. *Architecture in Texas: 1895-1945*. Austin, TX: University of Texas Press, 1993.
- The *Nearby History Series* of the American Association for State and Local History contains a number of titles of interest. Available from AltaMira press, Nashville, TN. Titles include:
 - Kyvig, David E., and Myron A. Marty. *Nearby History*, 2nd ed.
 - Butchart, Ronald E., *Local Schools: Exploring Their History*
 - Howe, Barbara J., Dolores A. Fleming, Emory L. Kemp, and Ruth Ann Overbeck. *Houses and Homes: Exploring Their History*
 - Danzer, Gerald A. *Public Places: Exploring Their History*
 - Wind, James P. *Places of Worship: Exploring Their History*
 - Kerr, K. Austin, Amos J. Loveday, and Mansel G. Blackford. *Local Businesses: Exploring Their History*
- The National Register offers a variety of publications to further assist you. For a full list visit, www.nps.gov/history/publications

Section 6: Protecting Cultural Resources

- Bick, Steven, and Harry L. Haney, Jr. *The Landowners Guide to Conservation Easements*. Dubuque, IA: Kendall/Hunt Pub. Co., 2001.
- Cassity, Pratt. *Maintaining Community Character: How to Establish a Local Historic District*. Washington, D.C.: National Trust for Historic Preservation, 2001.
- Cox, Rachel. *Design Review in Historic Districts*. Washington, D.C.: National Trust for Historic Preservation, 1997.
- Herr, Philip and Sarah James. *Place Notes*. Washington, D.C.: National Trust for Historic Preservation, 1995.
- King, Thomas F. *Cultural Resource Laws and Practice: An Introductory Guide*. Nashville, TN: AltaMira Press, 1998.

- Morris, Marya. *Innovative Tools for Historic Preservation*. Washington, D.C.: American Planning Association, 1997.
- National Trust for Historic Preservation. *Threatened Treasures: Creating Lists of Endangered Sites*. Washington, D.C.: National Trust for Historic Preservation, 2001.
- Strangstad, Lynette. *A Graveyard Preservation Primer*. Nashville, TN: AltaMira Press, 1988.
- Watson, Elizabeth. *Establishing an Easement Program to Protect Historic, Scenic, and Natural Resources*. Washington, D.C.: National Trust for Historic Preservation, 1980, rev. 1995.

Section 7: Interpreting your History

- The *Nearby History Series* of the American Association for State and Local History contains a number of titles of interest. Available from AltaMira Press, Nashville, TN. Titles include:
 - Kyvig, David E., and Myron A. Marty. *Nearby History*, 2nd ed.
 - Butchart, Rondal E., *Local Schools: Exploring Their History*
 - Howe, Barbara J., Dolores A. Fleming, Emory L. Kemp, and Ruth Ann Overbeck. *Houses and Homes: Exploring Their History*
 - Danzer, Gerald A. *Public Places: Exploring Their History*
 - Wind, James P. *Places of Worship: Exploring Their History*
 - Kerr, K. Austin, Amos J. Loveday, and Mansel G. Blackford. *Local Businesses: Exploring Their History*.
- American Association of Museums. *Caring for Collections: Strategies for Conservation, Maintenance, and Documentation*. Washington, D.C.: American Association of Museums, 1984.
- Ames, Kenneth, Barbara Franco and L. Thomas Frye. *Ideas and Images: Developing Interpretive History Exhibits*. Nashville, TN: AltaMira Press, 1991.
- Butcher-Youngmans, Sherry. *Historic House Museums: A Practical Handbook for their Care, Preservation, and Management*. Oxford: Oxford University Press, 1996.
- Fahy, Anne. *Collections Management*. New York: Routledge, 1994.

- George, Gerald, and Cindy Sherrell-Leo. *Starting Right: A Basic Guide to Museum Planning*. Nashville, TN: AltaMira Press/American Association for State and Local History, 1987.
- Grinder, Alison L., and E. Sue McCoy. *The Good Guide: A Sourcebook for Interpreters, Docents and Tour Guides*. Ironwood Publishing, 1985. Available from the American Association of Museums.
- Levy, Barbara Abrahamoff, Sandra Mackenzie Lloyd, and Susan Porter Schreiber, *Great Tours!: Thematic Tours and Guide Training for Historic Sites*. Nashville, TN: AltaMira Press, 2002.
- Perry, Kenneth D., ed. *Museum Forms Book*, 3rd ed. Austin, TX: Texas Association of Museums, 1999.
- Reibel, Daniel B. *Registration Methods for the Small Museum*, 3rd ed. Nashville, TN: AltaMira Press/American Association for State and Local History, 1997.
- The American Association for State and Local History has a vast selection of technical leaflets, many of them pertaining to topics discussed in this section. For a complete list of titles, see www.aaslh.org/leaflets.htm.

Section 8: Promoting Your History

- Baker, Pricilla. *Touring Historic Places: A manual for group tour operators and managers of historic and cultural attractions*. Washington, D.C.: National Trust and National Tourism Association, 1995.
- The Center for Urban Policy Research at Rutgers University, Texas Perspectives and The LBJ School of Public Affairs at the University of Texas at Austin. *Historic Preservation at Work for the Texas Economy*. Austin, TX: Texas Historical Commission, 1999.
- Green, Joslyn, and Amy Jordan Webb. *Getting Started: How to Succeed in Heritage Tourism*. Washington, D.C.: National Trust for Historic Preservation, 1999.
- Lyon, Elizabeth, ed. *Cultural and Ethnic Diversity in Historic Preservation*. Washington, D.C.: National Trust for Historic Preservation, 1992.

■ National Women's History Project. *Women's History Month Program Kit*. NWHP, 3343 Industrial Dr., Ste. 4, Santa Rosa, CA 95403.
www.nwhp.org

■ Peterson, Keith. *Historical Celebrations: A Handbook for Organizers of Diamond Jubilees, Centennials, and Other Community Anniversaries*. Boise, ID: Idaho State Historical Society, 1986.

Section 9: Promoting Your History

■ Bauer, David G. *The "How To" Grants Manual: Successful Grant Seeking Techniques for Obtaining Public and Private Grants*, 4th ed. American Council on Education/Oryx Press., 1999.

■ Candee, Mary E. and Richard Casagra, ed. *PREP: Planning for Response and Emergency Preparedness*. Austin, TX: Texas Association of Museums, 1993.

■ Guajardo, Frances, ed. *The Directory of Texas Foundations 2002*. New York: Non-Profit Resource Center, 2002.

■ Konicki, Leah. *Rescuing Historic Resources: How to Respond to a Preservation Emergency*. Washington, D.C.: National Trust for Historic Preservation, 1998.

■ Miner, Lynn E., Jeremy T. Miner and Jerry Griffith. *Proposal Planning and Writing*, 2nd ed. Oryx Press, 1998.



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