

223—23.3(303) Selection of historical markers.

23.3(1) *Nomination of potential marker site.* Nominations of potential marker sites may be made by an individual or group external to the society or by the board or staff of the society.

23.3(2) *Nomination forms.* Nominations shall be made on the application form obtained from the society. All inquiries may be directed to the Historical Markers Program Coordinator, State Historical Society of Iowa, 402 Iowa Avenue, Iowa City, Iowa 52240, (319)335-3916. This form shall provide, as a minimum, the following information:

1. Name and location of the site;
2. Description and documentation of the historical significance of the site;
3. Suggested placement of the historical marker, including all appropriate clearance of the site by the landowner, unit of government, or the department of transportation;
4. Name, address, and telephone number of the person or group nominating the site;
5. Financial arrangement for construction and maintenance of the historical marker; and
6. Expected annual visitation to the site.

23.3(3) *Review procedure.*

a. The historical markers program coordinator shall review all nominations. This review may include verification of the historical accuracy, location, and historical significance of the proposed historical marker.

b. Eligible applications shall be forwarded by the historical markers program coordinator to the administrator of the society for approval. The administrator shall forward the applications to the review panel.

c. Review panel.

(1) *Composition.* The review panel shall consist of one member of the board of trustees appointed by the chairperson of the board, one member of the board of directors of the Iowa historical foundation appointed by the chairperson of the board, one staff representative of the Iowa department of transportation appointed by the director of the Iowa department of transportation, one staff representative of the Iowa department of economic development appointed by the director of the Iowa department of economic development, and two history professionals appointed by the administrator of the society.

(2) *Chair.* The review panel shall be chaired by the appointed member from the board of trustees of the society.

(3) *Duties.* The review panel shall create a prioritized annual plan for historical markers. This plan shall be presented annually at the last meeting of the fiscal year to the board of trustees of the society for approval and for potential funding in the coming fiscal year.

(4) *Prioritization of historical markers.* The selection of historical markers shall be based upon two equally weighted criteria:

1. Degree of statewide significance of the topic; and
2. Level of interest of the topic to the general public.

(5) *Guidelines for selection.* The review panel shall operate with the following guidelines:

1. All historical time periods should be represented. Current history should be included, but living people will not generally be the subject of a historical marker.

2. The informational content of the marker must be historically accurate and verifiable.

3. Controversial topics should not be disqualified as historical marker topics.

4. The geographical distribution of historical markers throughout the state should be representative of the significant events of the state's history.

5. The markers may be placed on either public or private land if the appropriate approvals and maintenance agreements are available.