The purpose of this policy is to establish Board of County Commissioners’ guidance when dedication plaques are placed on county facilities. It pertains to all facilities authorized and owned by county government.

Policy

It is the policy of the Board of County Commissioners that dedication plaques be placed on all county facilities. Further, these plaques will be of standard design and format and will contain the following elements:

- County Seal
- Name of the facility
- Date of construction
- Names of the members of the Board of County Commissioners and its officers as constituted on the date the award of bid for the construction of the facility or, for an existing building, the date on which the Board approved the purchase.
- Name of the County Administrator at the time of award of bid or approval for purchase.

If an existing facility is re-dedicated, a new plaque will be created, to be added next to or near the existing plaque (which will remain in place). The new plaque will follow the same standard design and format as noted above, with the following exceptions:

- Wording will reflect the rededication with appropriate language, such as: “Re-dedicated (date) in Memory of (or in Honor of)”
- Names of the members of the Board of County Commissioners and its officers as constituted on the date the Board approved re-naming the facility.
Responsibilities

It is the responsibility of the County Administrator to provide for dedication plaques and to ensure that the plaques follow county policy. This responsibility will be delegated to the Real Estate Department and the Communications Department to coordinate all plaques on county buildings to ensure proper size, shape, design, materials, format, and wording.

Approved By: Board of County Commissioners
Approval Date: March 16, 2005