

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #4

SUBJECT: MONUMENTS AND SCULPTURES

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: NOVEMBER 3, 1978

REVISION DATE: JANUARY 17, 2002

The revisions contained herein necessitate the replacement of this PPM in its entirety.

The specific revisions include the following:

1. Page 1, the first paragraph, the "**POLICY:**" has been defined and includes the name change of "**Commemorative Areas**" to "**State Historic Sites**" as well as the inclusion of "**State Parks and Preservation Areas**" where monuments and sculptures may be placed.
2. Page 1, "**PROCEDURE:**" has been inserted after the policy statement.
3. Page 1, item 1., has been changed to read "The proposed monument or statue shall have a theme which is in keeping with the theme of the "**area**" or "**park**" in which it is to stand and shall be of general interest."
4. Page 1, item 3., the sentence "The sculpture will be reviewed by the Office of State Parks, . . ." has been changed to read "The sculpture will be reviewed by the Office of State Parks, **the Office of Cultural Development**, and the sponsoring agency to determine whether or not the proposed site is a fitting receptacle for the object."
5. Page 1, item 3., the sentence "Once accepted . . ." has been changed to read "Once accepted, the same stipulation as to placement and erection, ownership, **etc.**, apply to it as to commissioned pieces accepted after completion."
6. Page 1, item 5., the word "perogative" has been changed to "**prerogative**" to reflect its correct spelling.
7. Page 2, item 9., in the last sentence the words "State Legislative Auditor" have been changed to lower case "**state legislative auditor**".
8. Page 2, item 10., the term "Commemorative Area" has been changed to "**area**".

ASSISTANT SECRETARY

This is Revision No. 1 of this PPM with an original date of November 3, 1978.

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preceding all other information on this subject in order to maintain

POLICY AND PROCEDURE MEMORANDUM NO. 4

SUBJECT: MONUMENTS AND SCULPTURES

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: NOVEMBER 3, 1978

POLICY:

The Louisiana Office of State Parks recognizes the donations of monuments and sculptures at our State Historic Sites, State Parks, or Preservation Areas and the need for a fixed State Parks policy in regard to permanent public monuments or major pieces of permanent sculpture. The sponsoring agency which may be a local arts council or non-profit arts association who will act as sponsor for the project, arrange finances, grants, and donations will agree to the conditions required by the Office of State Parks through a contractual agreement between sponsor and this office.

PROCEDURE:

1. The proposed monument or statue shall have a theme which is in keeping with the theme of the area or park in which it is to stand and shall be of general interest.
2. The monument shall be commissioned through a recognized professional artist based upon models and/or drawings submitted by artists in open competition. The models will be reviewed by the sponsoring agency and the Office of State Parks, and a monument or statue agreeable to both parties selected from the competition.
3. Should an existing sculpture or monument be proffered, it will be considered as would any other donation of a piece of art. The sculpture will be reviewed by the Office of State Parks, the Office of Cultural Development, and the sponsoring agency to determine whether or not the proposed site is a fitting receptacle for the object. Once accepted, the same stipulation as to placement and erection, ownership, etc., apply to it as to commissioned pieces accepted after competition.
4. Any foundation construction, pedestals, or supportive apparatus for the statue or monument shall also be presented to the review committee for their approval at the time of the general competition or proposal.
5. The Office of State Parks shall be responsible only for the site on which the proposed sculpture is to be placed, and it is the prerogative of that office to select the site location for the sculpture.
6. No portion of the project is to be initiated until the sponsoring agency has certified to the Office of State Parks that funds have been secured and are on deposit in sufficient amount to bring the project to completion.
7. The Office of State Parks shall in no way be financially obligated to the artist, subcontractors, or sponsoring agency for any cost associated with the preparation or placement of the proposed monument or sculpture.
8. After the sculpture or monument is placed on the site, it shall become the property of the Office of State Parks.

9. The sponsoring agency shall be solely responsible for the fiscal management of the project and shall receive all donations, grants, and other means of financing and shall also disburse all payments relative to the preparation and erection of the monument. All financial records shall be subject to the review of the state legislative auditor and shall comply with sound accounting practices and procedures.
10. The Office of State Parks shall review and approve all literature and promotional material relating to the project which includes any reference to, or utilizes the name of the State of Louisiana, Department of Culture, Recreation and Tourism, Office of State Parks, or name of the area or park on which the statue is to be placed.
11. In the event the project fails to materialize within a certain length of time to be specified in contract and the project terminated, the Office of State Parks shall not be responsible in any way for funds and donations acquired by the sponsoring agency, their return, or

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disbursement.

ASSISTANT SECRETARY

A black rectangular box containing a white, handwritten signature that reads "Doug Anderson".