

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Building Plaques

NUMBER: 6:7

A. PURPOSE

To provide a standard format for building plaques in all new building and those with major renovations.

B. DEFINITIONS

1. Bid Letting: The date the bid requests are published by the Office of the State Engineer.

C. POLICY

There shall be an appropriate building plaque installed in all state building projects in the Regental system. Building plaques are to be located on the exterior of the building near the main entrance or just inside the main entrance. The plaque shall be made of appropriate material such as aluminum or bronze alloy, and its size shall complement the facility in which it is located. The president of the institution shall propose a name for the facility to the Board of Regents for approval. The format of the plaque shall be as shown on page 3 of this policy, and the names appearing shall be as of the bid letting date.

1. Names and Dates on Building Plaques

Plaques installed on new construction projects shall contain the following information as of the bid letting date:

- 1.1. Name of the building
- 1.2. Year of construction (the year in which the groundbreaking occurs)
- 1.3. Name of the Governor of South Dakota
- 1.4. Names of the members of the Board
 - President
 - Vice President
 - Secretary
 - Members (alphabetical order)
 - Executive Director

- 1.5. Name of the President of the institution
- 1.6. Name of the State Engineer
- 1.7. Name of architect
- 1.8. Names of general contractors (alphabetical order)
- 1.9. Names of the South Dakota Building Authority board members and the Executive Secretary.

2. Plaque Format

The format for the plaque is shown on page 3 of this policy.

FORMS/APPENDICES:

Page 3: Sample of Plaque Format

SOURCE:

BOR July 1968; June 1989; April 1992; March 1993; December 2010; December 2012; August 2017.

SAMPLE OF FORMAT

THE X-Y-Z FACILITY

Year

GOVERNOR

Name

SOUTH DAKOTA BOARD OF REGENTS

Name, President	City
Name, Vice President	City
Name , Secretary	City
Name	City
Name	City
Name	City
Name	City
Name	City
Name	City
Name, Executive Director	City

X-Y-Z STATE UNIVERSITY

Name, President

ARCHITECTS/ENGINEERS

D. Johnson, P.E.	State Engineer
X-Y-Z Associates, Inc.	Architects/Engineers
A-B-C Company, Inc.	General Contractor

SOUTH DAKOTA BUILDING AUTHORITY

Name	Name
Name	Name
Name	Name
Name, Executive Secretary	Name