

DHHS POLICIES AND PROCEDURES

Section VI:	Property and Construction
Title:	Naming of Departmental Buildings and Property
Current Effective Date:	6/1/03
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Purpose

The purpose of this policy is to establish a uniform procedure and guideline to name departmental buildings and property for organizations and for individuals, living or deceased.

Policy

In some circumstances, it is appropriate to honor organizations or individuals who have made significant contributions to the division, facility or school, the department, the state or others with historical significance to the programs or services of the department. The Secretary, of the North Carolina Department of Health and Human Services (NC DHHS) , shall appoint a DHHS Property Planning Committee to be chaired by the Director, Division of Property and Construction. The committee shall review proposals from divisions, facilities, schools or others for the naming of buildings and other property after organizations or individuals and make recommendations on the proposals to the secretary.

Implementation

Each division/facility/school director may establish internal procedures, subject to review, for recommending organizations or individuals for whom their buildings or property may be named. The individual's name and the justification, along with supporting documentation, shall be forwarded to the director, Division of Property and Construction.

The proposal and supporting documentation shall address, but is not limited to, the following evaluation criteria:

- Contribution made to the agency or organization
- Distinguished accomplishments
- Historical significance
- Devotion to duty

The Property Planning Committee shall evaluate all submitted proposals on the documentation provided. After evaluation by the committee, the proposal to recommend the name of the building or property shall be forwarded, within 90 days, to the secretary for consideration.

For questions or clarification on any of the information contained in this policy, please contact [Property & Construction](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#)