AUTHENTICATED
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INFORMATION
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Figure 3 – National Archives Trust Fund Board Seal

§ 1200.4 How does NARA use its official seals?

NARA uses its three official seals to authenticate various copies of documents and for informational purposes as follows:

(a) The National Archives and Records Administration seal, dated 1985, is used:

(1) For official business;

(2) To authenticate copies of Federal records in NARA's temporary custody and copies of NARA operational records; and

(3) For informational purposes with NARA's prior approval (includes use by NARA employees, the public, and other Federal agencies).

(b) The National Archives seal, dated 1934, is used to authenticate copies of documents in NARA's permanent legal custody.

(c) The National Archives Trust Fund Board seal, dated 1941, is used for Trust Fund documents and publications.

[67 FR 72101, Dec. 4, 2002, as amended at 76 FR 1524, Jan. 11, 2011]

§ 1200.6 Who is authorized to apply the official seals on documents or other materials?

The Archivist of the United States (and the Archivist's designee) is the only individual authorized to apply NARA official seals, embossing seals, and replicas and reproductions of seals to appropriate documents, authentications, and other material. NARA accepts requests to use the official seals and approves or denies them based on the criteria identified in § 1200.10.

§ 1200.7 What are NARA logos and how are they used?

(a) *Agency logo*. NARA has one official agency logo, which is illustrated as follows:

(b) The official agency logo is used:

(1) On agency letterhead and business cards;

(2) On all NARA web and social media sites (intranet and internet), whether hosted internally, remotely, or on a public forum (including sites on which a NARA office or program logo also appears);

(3) On exhibits;

(4) On publicity and other branding materials, and on items associated with a one-time or recurring NARA event or activity;

(5) On agency communications and presentations; and

(6) On other items as approved by the Archivist or his designee.

(c) The official agency logo does not replace NARA's official seals on other agency official business, such as certified records, the FEDERAL REGISTER, and authenticated copies.

(d) *Office and program logos.* NARA's official office and program logos include, but are not limited to, those illustrated as follows:

(1) The Federal Records Center Program;

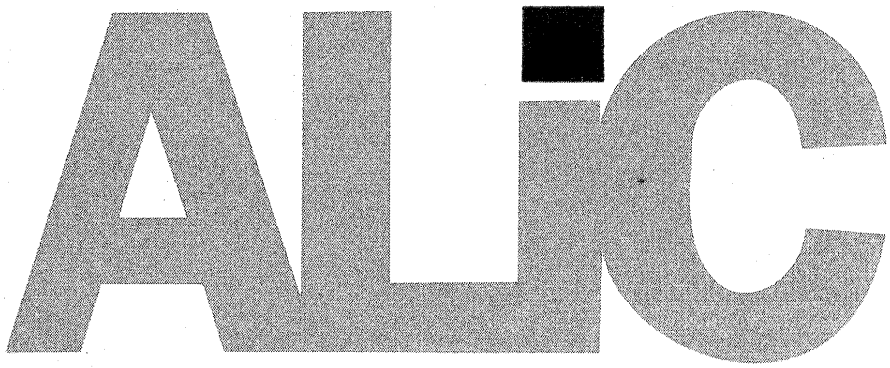
(2) The National Historical Publications and Records Commission;

(3) American Originals;

(4) Electronic Records Archives;

(5) The Archival Research Catalog;

(6) The Archives Library Information Center;



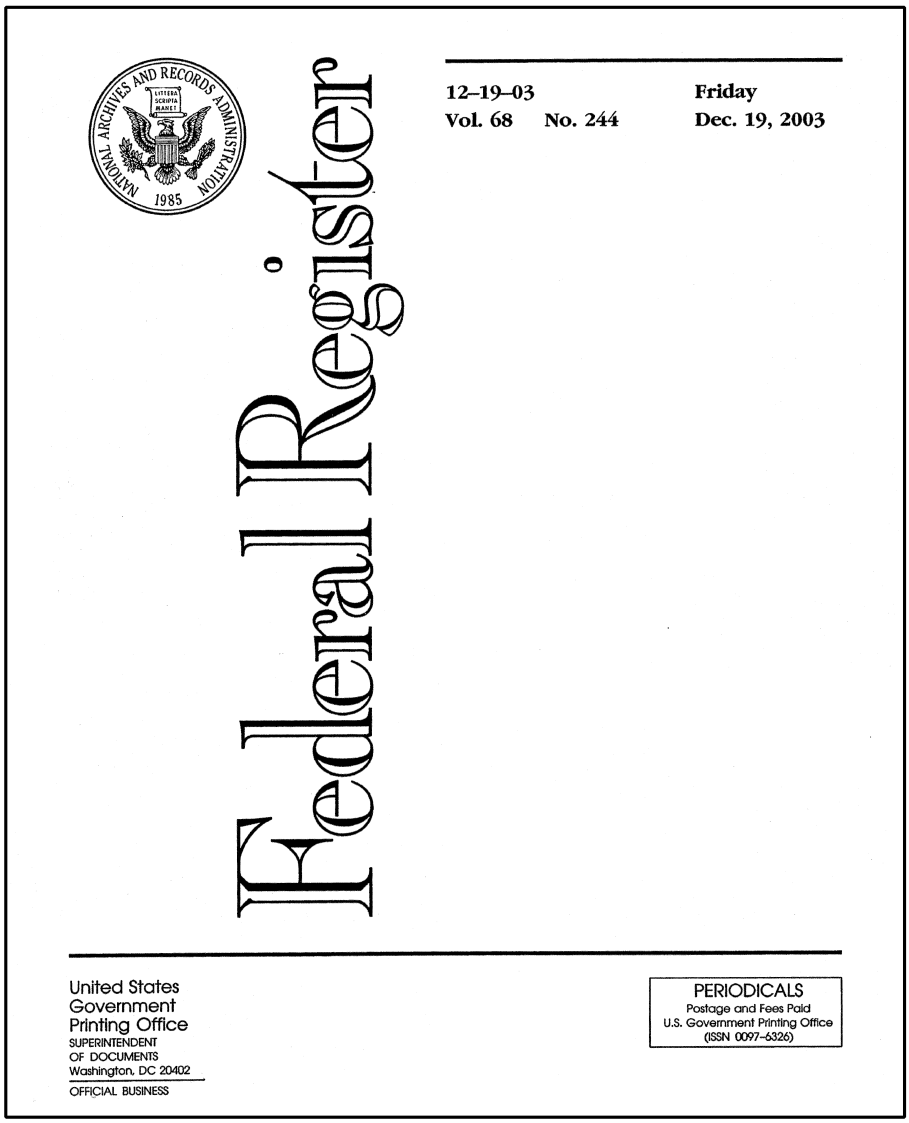
(7) Presidential Libraries;

(8) Federal Register publications.

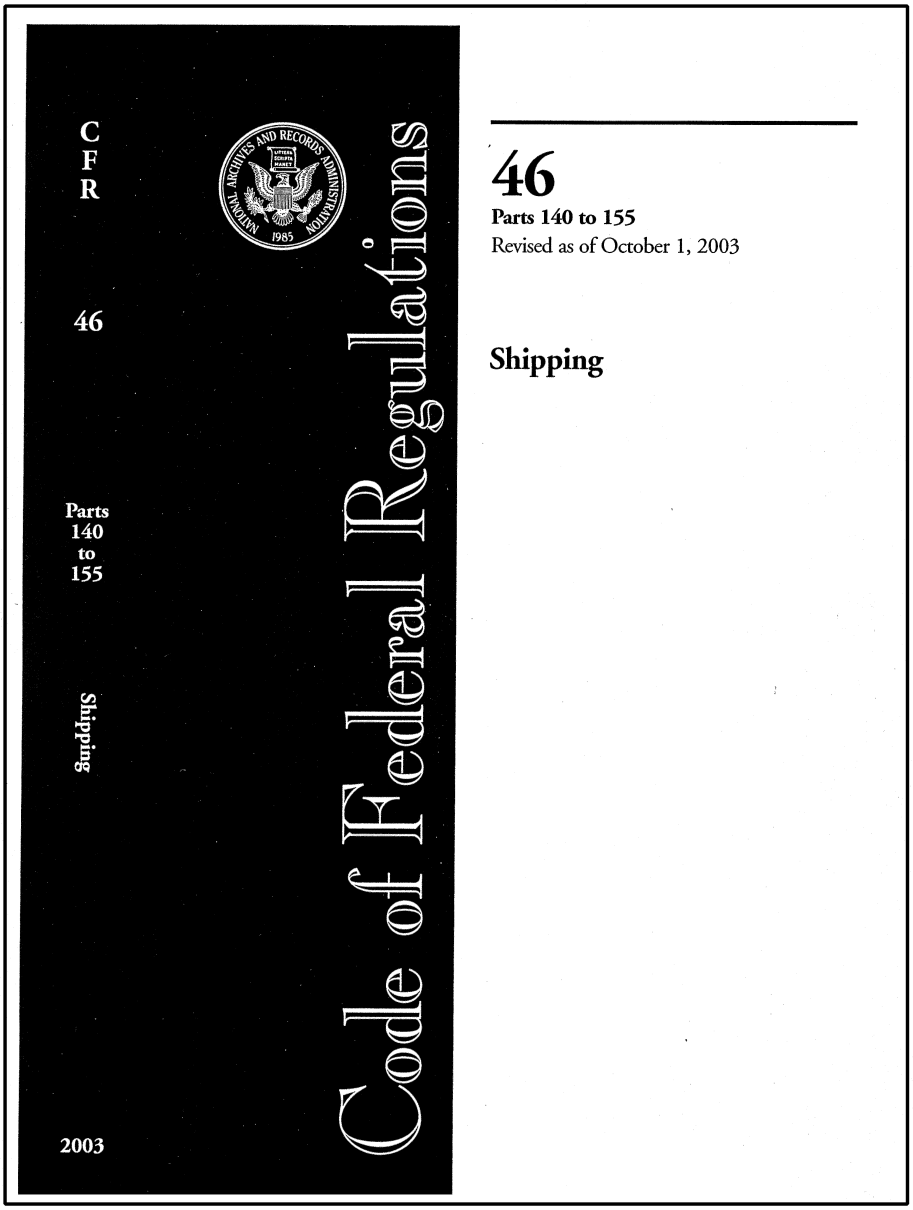
(i) Electronic Code of Federal Regulations.

(ii) Regulations.gov and FedReg.gov Web sites.

(iii) FEDERAL REGISTER paper edition.



(iv) Code of Federal Regulations paper edition;

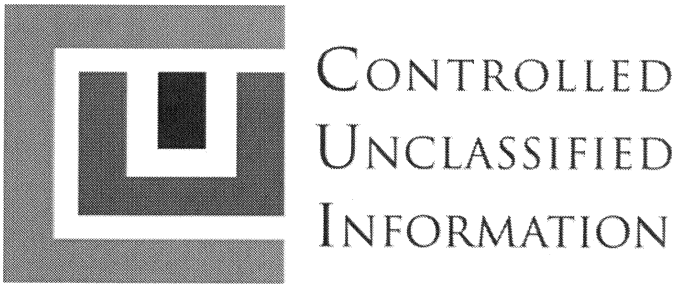


(9) Regional archives:
(i)

(ii) Each regional archives has the same logo design with the geographic location of the facility added.

(10) The Office of Government Information Services (OGIS);

(11) The Controlled Unclassified Information Office (CUI); and



(12) The National Declassification Center (NDC).

NATIONAL
DECLASSIFICATION
CENTER

(e) *Other official NARA logos.* For inquiries on other official NARA logos, contact the Office of General Counsel (NGC). Send written inquiries to the Office of General Counsel (NGC), Room 3110, 8601 Adelphi Rd., College Park, MD 20740–6001.

(f) NARA uses its office, program, and other official logos (usually in conjunction with the agency logo) for official business, which includes, but is not limited to:

(1) Exhibits;

(2) Publicity and other materials associated with a one-time or recurring NARA event or activity;

(3) NARA Web sites (Intranet and Internet);

(4) Officially approved internal and external publications; and

(5) Presentations.

(g) *Use of logos by others.* NARA logos may be used by the public and other Federal agencies for events or activities co-sponsored by NARA, but only with the written approval of the Archivist or his designee. *See* Subpart C for procedures to request approval for use.

[69 FR 26046, May 11, 2004, as amended at 71 FR 26834, May 9, 2006; 75 FR 19556, Apr. 15, 2010; 76 FR 1524, Jan. 11, 2011]

Subpart C—Procedures for the Public To Request and Use NARA Seals and Logos

§ 1200.8 How do I request to use the official seals and logos?

You may only use the official seals and logos if NARA approves your written request. Follow the procedures in this section to request authorization.

(a) Prepare a written request explaining, in detail:

(1) The name of the individual/organization requesting use and how it is associated with NARA;

(2) Which of the official seals and/or logos you want to use and how each is going to be displayed. Provide a sample of the document or other material on which the seal(s) and/or logo(s) would appear, marking the sample in all places where the seal(s) and/or logo(s) would be displayed;

(3) How the intended use of the official seal(s) and/or logo(s) is connected to your work with NARA on an event or activity (example: requesting to use the official NARA seal(s) and/or logo(s) on a program brochure, poster, or other publicity announcing a co-sponsored symposium or conference.); and

(4) The dates of the event or activity for which you intend to display the seal(s) and/or logo(s).

(b) You must submit the request at least six weeks before you intend to use it to the Archivist of the United States (N), 8601 Adelphi Rd., College Park, MD 20740–6001.

(c) The OMB control number 3095–0052 has been assigned to the information collection contained in this section.

[67 FR 72101, Dec. 4, 2002, as amended at 69 FR 26051, May 11, 2004]

§ 1200.10 What are NARA's criteria for approval?

NARA's criteria for approval are as follows:

(a) NARA must be participating in the event or activity by providing speakers, space, or other similar services (example: NARA co-sponsoring a symposium or conference).

(b) Seals and logos will not be used on any article or in any manner that reflects unfavorably on NARA or endorses, either directly or by implication, commercial products or services, or a requestor's policies or activities.

[67 FR 72101, Dec. 4, 2002, as amended at 69 FR 26051, May 11, 2004]