

§ 1200.8

(b) 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.

(c) NARA uses its logos 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.

(d) NARA logos may be used by the public and other Federal agencies for events or activities co-sponsored by NARA, but only with the approval of the Archivist. 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]

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?

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

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(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]

§ 1200.12 How does NARA notify me of the determination?

NARA will notify you by mail of the final decision, usually within 3 weeks from the date we receive your request. If NARA approves your request, we will send you a camera-ready copy of the official seal(s) and/or logo(s) along with an approval letter that will:

(a) Reference back to the submitted request (either through the date or another distinguishing characteristic) indicating approval of the specific use, as defined in the request; and

(b) Include NARA's conditions for use, which are identified in § 1200.14.

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

§ 1200.14 What are NARA's conditions for the use of the official seals and logos?

If your request is approved, you must follow these conditions:

(a) Use the official seals and/or logos only for the specific purpose for which approval was granted;

(b) Submit additional written requests for any uses other than the use granted in the approval letter;

(c) Do not delegate the approval to another individual(s) or organization without NARA's prior approval; and

(d) Do not change the official seals and/or logos themselves. They must visually and physically appear as NARA originally designed them, with no alterations.

(e) Only use the official seal(s) and/or logo(s) for the time period designated in the approval letter (example: for the duration of a conference or exhibit).

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

Subpart D—Penalties for Misuse of NARA Seals and Logos

§ 1200.16 Will I be penalized for misusing the official seals and logos?

(a) *Seals.* (1) If you falsely make, forge, counterfeit, mutilate, or alter official seals, replicas, reproductions or embossing seals, or knowingly use or possess with fraudulent intent any altered seal, you are subject to penalties under 18 U.S.C. 506.

(2) If you use the official seals, replicas, reproductions, or embossing seals in a manner inconsistent with the provisions of this part, you are subject to penalties under 18 U.S.C. 1017 and to other provisions of law as applicable.

(b) *Logos.* If you use the official logos, replicas or reproductions, of logos in a manner inconsistent with the provisions of this part, you are subject to penalties under 18 U.S.C. 701.

[69 FR 26051, May 11, 2004]

PART 1201—COLLECTION OF CLAIMS

Subpart A—Introduction

Sec.

1201.1 Why is NARA issuing these regulations?

1201.2 Under what authority does NARA issue these regulations?

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1201.5 If a claim is not excluded from these regulations, may it be compromised, suspended, terminated, or waived?

1201.6 What is a claim or debt?

1201.7 Why does NARA have to collect debts?

1201.8 What action might NARA take to collect debts?

1201.9 What rights do I have as a debtor?

Subpart B—General Provisions

1201.10 Will NARA use a cross-servicing agreement with the Department of the Treasury to collect its claims?

1201.11 Will NARA refer claims to the Department of Justice?

1201.12 Will NARA provide information to credit reporting agencies?

1201.13 How will NARA contract for collection services?

1201.14 What should I expect to receive from NARA if I owe a debt to NARA?

1201.15 What will the notice tell me regarding collection actions that might be taken if the debt is not paid within 60 days of the notice, or arrangements to pay the debt are not made within 60 days of the notice?

1201.16 What will the notice tell me about my opportunity for review of my debt?

1201.17 What must I do to obtain a review of my debt, and how will the review process work?

1201.18 What interest, penalty charges, and administrative costs will I have to pay on a debt owed to NARA?

1201.19 How can I resolve my debt through voluntary repayment?

1201.20 What is the extent of the Archivist's authority to compromise debts owed to NARA, or to suspend or terminate collection action on such debts?

1201.21 May NARA's failure to comply with these regulations be used as a defense to a debt?

Subpart C—Salary Offset

1201.30 What debts are included or excluded from coverage of these regulations on salary offset?

1201.31 May I ask NARA to waive an overpayment that otherwise would be collected by offsetting my salary as a Federal employee?

1201.32 What are NARA's procedures for salary offset?

1201.33 How will NARA coordinate salary offsets with other agencies?

1201.34 Under what conditions will NARA make a refund of amounts collected by salary offset?