



Town Seal Policy

SELECT Board

Town of Boxborough, MA

Intent and Purpose

The use of the Town Seal on correspondence, documents, plaques and vehicles is generally considered an official endorsement by the Town.

The intent and purpose of this policy is to establish who may use a reproduction or facsimile of the Town Seal and under what circumstances.

Policy

It is the policy of the Select Board that any reproduction or facsimile of the Town Seal may be used by town officers, boards, committees and commissions for **official town business** including, but not limited to, publications such as the Annual Town Report, town meeting warrants, general correspondence, special reports and agendas and minutes prepared and issued by various town boards, committees or commissions. The Town Seal may also be used on town vehicles, on plaques prepared under the auspices of the Historical Commission for placement in or on town buildings, in public parks or at historic sites, or the Public Celebrations and Ceremonies Committee for honors given to individuals.

The Town Seal, or any reproduction or facsimile of the Town Seal, **shall not** be used without the **explicit written permission** of the Select Board under all other circumstances. For example: private organizations such as the local historical society, parent-teachers associations, civic groups, or for any political organization or individual campaign(s) for an elected office(s).

This policy revokes and replaces all previous policies on this topic.