

# DECISION MEMORANDUM

## CUI Header Font Selection

**Decision ID:** DM-2026-002  
**Date:** January 19, 2026  
**Status:** Approved  
**Author:** Bruce Dombrowski  
**Affected Documents:** SF901.tex (CUI Cover Sheet Template)

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### Context

The official SF901 CUI Cover Sheet template (Standard Form 901, 11-18) uses the **Trajan Bold** font for the large “CUI” header text displayed at the top and bottom of the cover sheet. This font was identified by extracting font metadata from the official PDF template obtained from the National Archives.

### Problem Statement

Trajan is a commercial Adobe font that:

- Requires purchase (\$35–70) or an Adobe Creative Cloud subscription
- Is not freely redistributable
- Would add licensing complexity to the LaTeX template
- May not be available on all systems where the template is used

A suitable open-source alternative is required to maintain visual fidelity with the official template while ensuring the template can be freely distributed and used without licensing restrictions.

### Decision

**Use Cinzel as a substitute for Trajan Bold in the SF901 CUI Cover Sheet template.**

### Rationale

Cinzel is selected as the replacement font for the following reasons:

### Visual Similarity

Cinzel is a free font directly inspired by Roman inscriptional lettering—the same design tradition as Trajan. Both fonts feature:

- Classical Roman capital letterforms
- Elegant, refined stroke weights
- All-caps display styling optimized for titles and headers
- Serifs derived from stone-carved Roman inscriptions

## Licensing

Cinzel is available under the SIL Open Font License (OFL), which permits:

- Free use in any project, commercial or non-commercial
- Redistribution with the template
- Modification if needed
- No licensing fees or subscription requirements

## Availability

Cinzel is available from Google Fonts, ensuring easy installation across all major operating systems (Windows, macOS, Linux).

## Alternatives Considered

Option	Advantages	Disadvantages
Trajan Bold (original)	Exact match to official template	Commercial license required; cost; not redistributable
Times New Roman Bold	Pre-installed on most systems	Visually quite different; too heavy; wrong character style
Times New Roman Regular	Pre-installed; lighter weight	Different letterform style; not a display font
Cinzel	Free; visually similar; easy to install; proper display font	Not an exact match (acceptable trade-off)

## Implementation

The implementation requires:

1. Install Cinzel font on the target system
2. Define \cuifont in SF901.tex using the fonts package
3. Apply \cuifont to CUI header text nodes

## Font Installation (macOS)

```
# Download from Google Fonts helper
curl -L -o /tmp/cinzel.zip \
"https://gwfh.mranftl.com/api/fonts/cinzel?download=zip&subsets=latin&variants=regular"
unzip -o /tmp/cinzel.zip -d ~/Library/Fonts/
```

## Code Changes to SF901.tex

```
% In preamble:
```

```
\newfontfamily{\cuifont}{Cinzel}

% In CUI header nodes:
\node[..., font=\cuifont\fontsize{72}{72}\selectfont] {...} {CUI};
```

## References

- Official SF901 Template: <https://www.archives.gov/cui/registry/forms>
- Cinzel Font: <https://fonts.google.com/specimen/Cinzel>
- Trajan Font: Originally designed by Carol Twombly for Adobe, 1989

## Impact Assessment

- **Visual:** Template remains visually consistent with official SF901
- **Legal:** No licensing costs or restrictions on distribution
- **Technical:** Requires Cinzel font installation (documented in template)
- **Risk:** Low—Cinzel is widely available and well-maintained

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**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_