Information that requires protection.

Lawful Government Purpose

<u>Lawful Government purpose</u> is any activity, mission, function, operation, or endeavor that the U.S. Government authorizes or recognizes as within the scope of its legal authorities or the legal authorities of non-executive branch entities (such as state and local law enforcement).

WHEN TO SHARE?

If access promotes a common project or operation between agencies or under a contract or agreement with the designating agency, then share.

WHEN NOT TO SHARE?

If access harms or inhibits a common project or operation between agencies or under a contract or agreement with the designating agency, then do not share.

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The CUI Registry

The CUI Registry is the repository for all information, guidance, policy, and requirements on handling CUI.

The CUI Registry is a catalogue of what the Executive branch should be protecting.

The CUI Registry identifies all approved CUI categories and subcategories, provides general descriptions for each, identifies the basis for controls, establishes markings, and includes guidance on handling procedures.

- Categories and Subcategories
- Limited Dissemination Controls
- Marking Guidance
- CUI Notices
- Training and awareness
- Annual Reports to the President

www.archives.gov/cui

Controlled Unclassified Information (CUI)

Home > CUI

Established by Executive Order 13556, the Controlled Unclassified Information (CUI) program standardizes the way the Executive branch handles unclassified information that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Government-wide policies. **Learn About CUI** ➧

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Use the CUI Logo
Contact Us

News and Notices

- September 14, 2016 - 32 CFR Part 2002 has been published.
- September 14, 2016 - CUI Notice 2016-01: Implementation Guidance has been issued.

Under Development - Registry

- Marking Handbook
- Markings
- Limited Dissemination
- Decontrol

Registry

The CUI Registry is the authoritative source for guidance regarding CUI policies and practices.

Search the Registry: [_____] [Go]

Access Registry by
- Category-Subcategory

Policy and Guidance
- Executive Order 13556
- 32 CFR Part 2002 (Implementing Regulation)
- CUI Notices

Additional Information
- CUI Glossary

Training

Learn about training developed by the Executive Agent for CUI users
- CUI Training Modules

Oversight

Learn about CUI oversight requirements and tools.
- CUI Reports

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CUI Basic and CUI Specified

CUI Specified
(Requires unique markings)

Laws, Regulations, or Government-wide policies require specific protections. For example:

- Unique markings
- Enhanced physical safeguards
- Limits on who can access the information

CUI Basic

Laws, Regulations, or Government-wide policies **DO NOT** require specific protections.

The CUI Banner Marking may include up to three elements:

➢ The CUI Control Marking (mandatory) may consist of either the word "CONTROLLED" or the acronym "CUI."

➢ CUI Category or Subcategory Markings (mandatory for CUI Specified). CUI Control Markings and Category Markings are separated by two forward slashes (//). When including multiple categories or subcategories in a Banner Marking they are separated by a single forward slash (/).

➢ Limited Dissemination Control Markings. CUI Control Markings and Category Markings are separated from Limited Dissemination Controls Markings by a double forward slash (//).

CUI//SP-SPECIFIED//DISSEMINATION

Department of Good Works
Washington, D.C. 20006

August 27, 2016

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

We support the President by ensuring that the Government protects and provides proper access to information to advance the national and public interest.

We lead efforts to standardize and assess the management of classified and controlled unclassified information through oversight, policy development, guidance, education, and reporting.
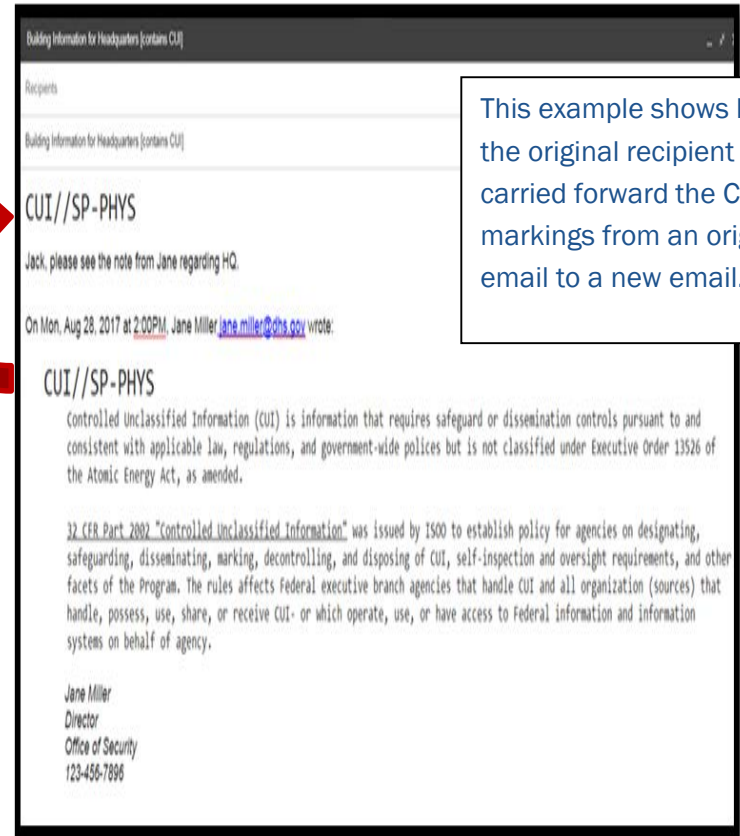
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Emails that contain CUI:

Must include a Banner Marking above the email text.

Must include a Banner Marking above the email text when forwarding or responding CUI received by email.

May include Subject-Line indicators of CUI in the email text.

This example shows how the original recipient carried forward the CUI markings from an original email to a new email.

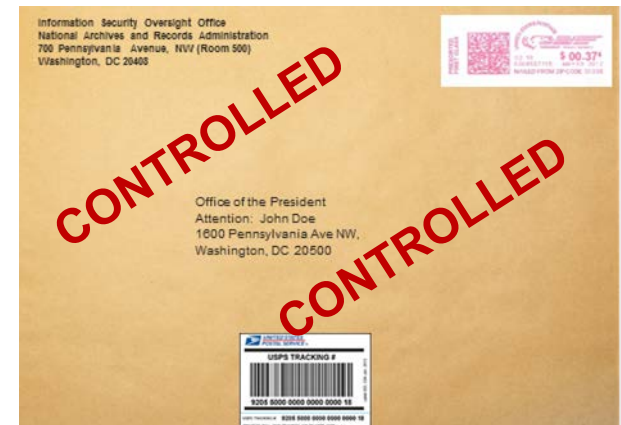CONTROLLED UNCLASSIFIED INFORMATION

CUI may be shipped through:

- Interagency mail systems

- United States Postal Service

- Commercial Delivery Services
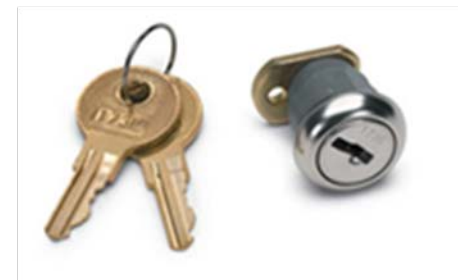
- Automated Tracking is a best practice
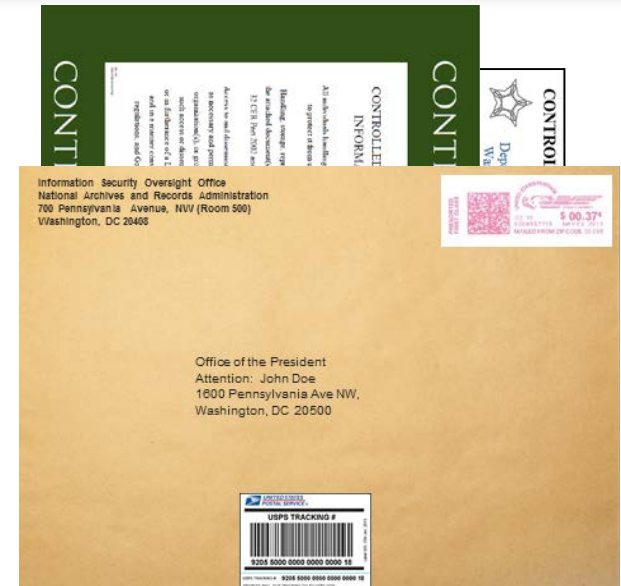
DO NOT Place Markings on Packages or Envelops!

- CUI must be stored or handled in controlled environments that prevent or detect unauthorized access.

- Sealed envelops

- Areas equipped with electronic locks

- Locked:

  - Doors

  - Overhead bins

  - Drawers

  - File cabinets

Controlled Environments (Electronic)

Limit and control access to CUI within the workforce by establishing electronic barriers.

- Dedicated network drives, SharePoint sites, intranet sites

| Human Resources	Security	Supervisory	Contracts	Research and Development

When Reproducing or Faxing CUI, you may use agency-approved equipment.

Look for signs on approved equipment.

THIS PRINTER IS APPROVED FOR CUI

- Incidents involving CUI must be immediately reported.

- Agencies and organizations must have means - such as hotlines, email addresses, or points of contact - for employees to report incidents.

E-MAIL

Office of Security

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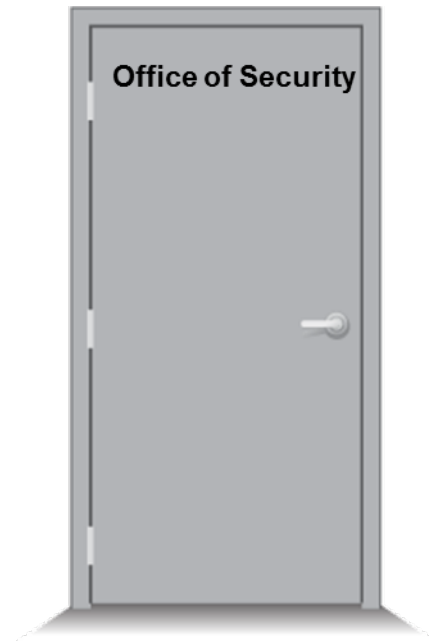
 CUI incidents include but are not limited to:

- Improper storage of CUI

- Actual or suspected mishandling of CUI

- When unauthorized individuals gain access to CUI (physical or electronic)

- Unauthorized release of CUI (to public facing websites or to unauthorized individuals)

- Suspicious behavior from the workforce (Insider Threats)
    - General disregard for security procedures
    - Seeking access to information outside the scope of current responsibilities
    - Attempting to enter or access to sensitive areas (where CUI is stored, discussed, or processed)

Follow your agency policy and procedures regarding how to report incidents

CUI must be destroyed to a degree that makes the information unreadable, indecipherable, and irrecoverable.

Destroy paper using cross cut shredders that produce particles that are 1mm by 5 mm.

NOT APPROVED

APPROVED

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ISOO — INFORMATION SECURITY OVERSIGHT OFFICE
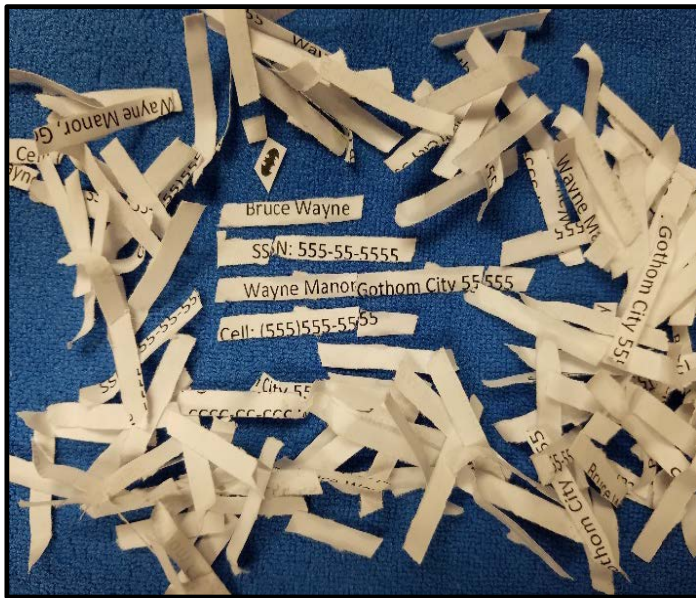
CONTROLLED UNCLASSIFIED INFORMATION

This equipment has been approved for the destruction of *Controlled Unclassified Information (CUI)*.

Inspected and Approved by:
Quinn Cummings, CUI PM

Date:
7/18/2017

Serial Number:
ABCD987654321
Make/Model:
This Shredder/XXX

Note: Only equipment which produces particles that are 1 mm x 5 mm (0.04 in. x 0.2 in.) in size (or smaller) may be approved. Please direct any questions to:

APPROVED FOR CUI DESTRUCTION

Lock

- Never use trash cans or recycling bins to dispose of CUI

Remove or **strike** all markings on decontrolled CUI:

- Reused
- Released
- Donated

Follow agency policy to remove or strike CUI only on the:

- first page,
- cover page, or
- first page of any attachment.

CONTROLLED//SP-PRVCY//NOCON

Department of Good Works
Washington, D.C. 20006

June 27, 2013

MEMORANDUM FOR THE DIRECTOR

From: John E. Doe, Chief Division 5

Subject: Examples

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Additional Resources

For more information on the CUI Program and its elements, please visit the <u>CUI Registry</u> @ https://www.archives.gov/cui. From the CUI Registry you will find training videos, and additional resources to increase your understanding of these concepts.