

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.

Designation Indicator

CUI

INFORMATION SECURITY OVERSIGHT OFFICE
NATIONAL ARCHIVES and RECORDS ADMINISTRATION
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001
www.archives.gov/isoo


ISOO
INFORMATION SECURITY
OVERSIGHT OFFICE

CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the proper use of CUI Limited Distribution Control Markings, as authorized by Title 28, Code of Federal Regulations, Part 2012.102((a)) (28 CFR 2012.102((a)).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for designating, categorizing, disseminating, marking, decontrolling, and disposing of CUI. The regulation includes a section on a key element of the program, creating and disseminating CUI, and this notice clarifies how CUI Limited Distribution control markings may be used with CUI.

Definitions

CUI Basic is the subset of CUI for which the underlying law, regulation, or Government-wide policy does not set out specific handling or dissemination controls. Agencies handle CUI Basic according to the uniform set of controls set forth in 28 CFR 2012 and the CUI Registry. See § 2012.4(a).

CUI Specified is the subset of CUI for which the underlying law, regulation, or Government-wide policy contains specific handling controls that it requires or permits agencies to use that differ from those for CUI Basic. See § 2012.4(a).

Guidance

All CUI is either CUI Basic or CUI Specified. CUI Basic is disseminated according to the uniform set of disseminating controls set forth in 28 CFR 2012.14, which says that agencies should disseminate and permit access to CUI whenever doing so is not against the law, and is further a lawful Government purpose.

Andy NotRealEmployee
AndyNotRealEmployee@agency.gov
202-555-1234

Mandatory Designating Agency Indicator

Optional Contact Information

CUI

CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the proper use of CUI Limited Distribution Control Markings, as authorized by Title 28, Code of Federal Regulations, Part 2012.102((a)) (28 CFR 2012.102((a)).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for designating, categorizing, disseminating, marking, decontrolling, and disposing of CUI. The regulation includes a section on a key element of the program, creating and disseminating CUI, and this notice clarifies how CUI Limited Distribution control markings may be used with CUI.

Definitions

CUI Basic is the subset of CUI for which the underlying law, regulation, or Government-wide policy does not set out specific handling or dissemination controls. Agencies handle CUI Basic according to the uniform set of controls set forth in 28 CFR 2012 and the CUI Registry. See § 2012.4(a).

CUI Specified is the subset of CUI for which the underlying law, regulation, or Government-wide policy contains specific handling controls that it requires or permits agencies to use that differ from those for CUI Basic. See § 2012.4(a).

Guidance

All CUI is either CUI Basic or CUI Specified. CUI Basic is disseminated according to the uniform set of disseminating controls set forth in 28 CFR 2012.14, which says that agencies should disseminate and permit access to CUI whenever doing so is not against the law, and is further a lawful Government purpose.

Controlled by National Archives and Records Administration, Information Security Oversight Office, 202-555-1234

Designation Indicators show which agency made the document CUI and are **mandatory**

It is best practice to include **contact information**

Marking CUI: Banner Marking


The CUI Banner Marking may include up to three elements:

- The **CUI Control Marking** (mandatory) may consist of either “CONTROLLED” or “CUI.”
- **CUI Category Markings** (mandatory for CUI Specified). CUI Control Markings and Category Markings are separated by two forward slashes (/). When including multiple categories they are separated by a single forward slash (/).
- **Limited Dissemination Control Markings**. Limited Dissemination Control Markings are separated from the rest of the Banner Marking by a double forward slash (/).

CUI Banner Marking

CUI//CATEGORY//DISSEMINATION

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CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the purpose of CUI Limited Dissemination Control Markings, as established by Title 28, Code of Federal Regulations, Part 2012.10(a)(2) (28 CFR 2012.10(a)(2)).

Background and Authority

28 CFR 2012, “Controlled Unclassified Information,” requires 14, 2016, implements the CUI Program requirements for designating, categorizing, disseminating, marking, declassifying, and disposing of CUI. This guidance includes a review on key elements of the program, categorized dissemination CUI, and the information how CUI limited dissemination control markings may be used with CUI.

Definitions

CUI Mark is the subset of CUI provided the following: law, regulation, or Government-wide policy does not prohibit specific handling or dissemination controls. Agencies handle CUI Mark according to the minimum set of controls set forth in 28 CFR 2012 and the CUI Registry. See § 2012.43.

CUI Specified is the subset of CUI provided the following: law, regulation, or Government-wide policy contains specific handling controls that require or prohibit agencies to use the filter less than for CUI Mark. See § 2012.43.

Guidance

All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the minimum set of dissemination controls set forth in 28 CFR 2012.10, which requires agencies should disseminate and permit access to CUI whenever doing so is not against the law, and § 2012.43 defines a limited Government program.

CUI Basic Category Marking

- The **CUI Category Marking** is **optional** for CUI Basic, but it is best practice
- CUI Control Markings and Category Markings are separated by two forward slashes (//)
- When including multiple categories, they are alphabetized and separated by a single forward slash (/)

CUI Registry:

<https://www.archives.gov/cui/registry/category-marking-list>

Mandatory CUI Control Marking

Optional Category Markings

CUI//EMGT/WATER

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INFORMATION SECURITY OVERSIGHT OFFICE

CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the purpose of CUI Marking, the Control Marking, as established by Title 28, Code of Federal Regulations, Part 2012.101(a)(4) (28 CFR 2012.101(a)).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for identifying, categorizing, marking, marking, declassifying, and declassifying CUI. This guidance includes a review on key elements of the program, conceptual framework, and the relationship to the CUI Marking, the relationship to the program, and the relationship to the CUI.

Definitions

CUI Basic is the subset of CUI for which the marking, law, regulation, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Basic according to the common set of controls set forth in 28 CFR 2012.101 and the CUI Registry. See § 2012.101.

CUI Specified is the subset of CUI for which the marking, law, regulation, or Government-wide policy contains specific handling controls that it requires or permits agencies to use that differ from those for CUI Basic. See § 2012.101.

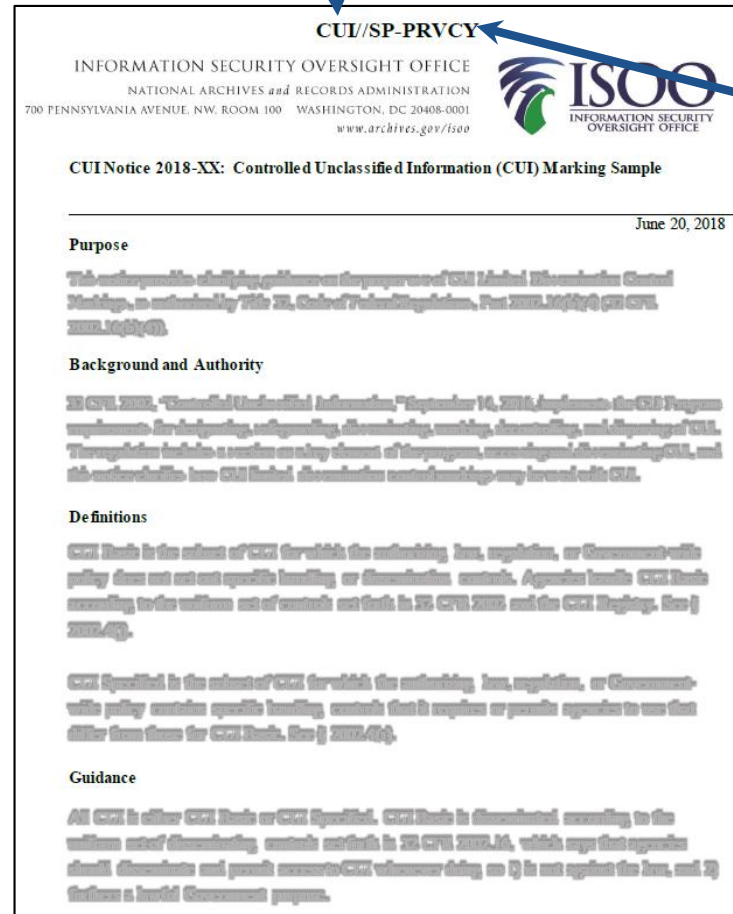
Guidance

All CUI is either CUI Basic or CUI Specified. CUI Basic is disseminated according to the common set of dissemination controls set forth in 28 CFR 2012.101, which says that agencies should disseminate and provide access to CUI whenever doing so is not against the law, and § 2012.101 contains a limited Government program.

CUI Specified Category Marking

- The CUI Category Marking is **mandatory** for CUI Specified
- The general form for CUI Specified Category Marking is **SP-SPECIFIED**

Mandatory CUI Control Marking



Mandatory CUI Specified Category Marking

CUI Registry:

<https://www.archives.gov/cui/registry/category-marking-list>

Multiple Categories

- All CUI Specified **must** precede all CUI Basic Markings
- The different categories are alphabetized within their type of CUI and separated by a single forward slash (/)

Mandatory CUI Control Marking

Alphabetized CUI Specified Category Markings

Alphabetized CUI Basic Category Markings

CUI/SP-HLTH/SP-PRVCY/DREC/STUD

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CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This memorandum clarifies guidance on the purpose of CUI (Controlled Unclassified Information) Markings, as established by the 25, Code of Federal Regulations, Part 201.16(a)(4) (25 CFR 201.16(a)(4)).

Background and Authority

25 CFR 201.16, "Controlled Unclassified Information," September 14, 2011, implements the CUI Program requirements for identifying, categorizing, marking, disseminating, and declassifying CUI. This guidance includes a review of the program, management of CUI, and the relationship to the CUI Marking, dissemination, and declassification requirements.

Definitions

CUI Basic is the subset of CUI for which the marking, law, regulation, or Government-wide policy does not set out specific handling or dissemination controls. Agencies handle CUI Basic according to the minimum set of controls set forth in 25 CFR 201.16 and the CUI Registry. See § 201.16(a).

CUI Specified is the subset of CUI for which the marking, law, regulation, or Government-wide policy contains specific handling, controls that it requires or prescribes agencies to use that differ from those for CUI Basic. See § 201.16(a).

Guidance


All CUI is either CUI Basic or CUI Specified. CUI Basic is disseminated according to the minimum set of dissemination controls set forth in 25 CFR 201.16, which says that agencies should disseminate and permit access to CUI whenever doing so is not against the law, and is for a lawful Government purpose.

Limited Dissemination Controls

- **Limited Dissemination Controls** can be applied to limit sharing or to convey requirements in Laws, Regulations, or Government-wide policies
- They are separated from the rest of the Banner Marking by a double forward slash (//)
- If there are multiple Limited Dissemination Controls, they are alphabetized and separates with a single forward slash (/)

CUI//SP-EXPT//NOFORN

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CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the proper use of markings, as authorized by Title 28, Code of Federal Regulations, 2012.1024(c).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," implements the declassifying, safeguarding, disseminating. The regulation includes a notice on a key element of the title notice clarifies how CUI Limited Dissemination controls.

Definitions

CUI Basic is the subset of CUI for which the national policy does not set out specific handling or dissemination according to the uniform set of controls set forth in 28 CFR 2012.102.

CUI Specified is the subset of CUI for which the national policy contains specific handling controls that differ from those for CUI Basic. See § 2012.102.


Guidance

All CUI is either CUI Basic or CUI Specified. CUI Basic is the subset of CUI for which the national policy does not set out specific handling or dissemination according to the uniform set of controls set forth in 28 CFR 2012.102. CUI Specified is the subset of CUI for which the national policy contains specific handling controls that differ from those for CUI Basic. See § 2012.102.

**Limited
Dissemination
Control Marking**

CUI//DL ONLY

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www.archives.gov/isoo



CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the proper use of CUI markings, as authorized by Title 28, Code of Federal Regulations, Part 2012.1024(c).

Dissemination List:

Office of Intelligence and Analysis, Department of Homeland Security
Counterterrorism Division, Federal Bureau of Investigation

Portion Marking

- Portion Marking for CUI is **optional**, but if they are used, they must be used consistently throughout the document and placed in parentheses at the beginning of a paragraph
- There are three components
 - CUI Control Marking
 - Category Marking
 - Limited Dissemination Control Marking
- Use (U) to indicate that a paragraph contains Uncontrolled Unclassified Information


Unclassified
Uncontrolled
Information
Portion
Marking

CUI Portion,
CUI Specified
Category, and
Limited
Dissemination
Control Marking

General CUI
Portion
Marking

CUI//SP-EXPT//NOFORN

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June 20, 2018

(U) CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

(U) Purpose

(U) This memorandum clarifies guidance on the purpose of CUI Label, Dissemination Control Markings, as mandated by Title 28, Code of Federal Regulations, Part 201.101(g) (28 CFR 201.101(g)).

(U) Background and Authority

(CUI//SP-EXPT//NF) 28 CFR 201.101, "Controlled Unclassified Information," September 14, 2010, implements the CUI Program requirements for identifying, safeguarding, disseminating, marking, declassifying, and disposing of CUI. This guidance includes a section on how to use CUI labels, marking, and dissemination control markings, and it clarifies the use of CUI labels, dissemination control markings, and how to use CUI.

(U) Definitions

(U) CUI Mark is the status of CUI for which the underlying law, regulation, or Government-wide policy does not set out specific handling or dissemination controls. Agencies handle CUI Mark according to the minimum set of controls set forth in 28 CFR 201.101 and the CUI Registry. See § 201.101(g).

(CUI) CUI Specified is the status of CUI for which the underlying law, regulation, or Government-wide policy contains specific handling controls that it requires or prescribes agencies to use that differ from those for CUI Mark. See § 201.101(g).

(U) Guidance

(CUI) All CUI is either CUI Mark or CUI Specified. CUI Mark is disseminated according to the minimum set of disseminating controls set forth in 28 CFR 201.101, which says that agencies should disseminate and permit access to CUI whenever doing so is not against the law, and § 201.101(g) defines a lawful Government purpose.

Marking Multiple Pages

- The CUI Banner Marking reflects the categories of CUI that are in the entire document and is consistent throughout even if not all categories of CUI are on all pages

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

INFORMAT
NATIO
700 PENNSYLVANIA AVENUE

CUI Notice 20

Purpose
This entire page contains information that is exempt from public release under the Freedom of Information Act, 5 U.S.C. 552(b)(7)(C).

Background and Authority
5 U.S.C. 552, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for developing, safeguarding, disseminating, marking, declassifying, and disposing of CUI. This regulation includes a number of key elements of the program, including the marking of CUI, and the information that CUI must contain to ensure consistency with the program.

Definitions
CUI Basic is the subset of CUI for which the marking, law, regulation, or Government-wide policy does not set out specific handling or dissemination controls. Agencies handle CUI Basic according to the minimum set of controls set forth in 5 U.S.C. 552 and the CUI Registry. See § 201.43.
CUI Specified is the subset of CUI for which the marking, law, regulation, or Government-wide policy contains specific handling, controls that it requires or prescribes agencies to use that differ from those for CUI Basic. See § 201.43.
Guidance
All CUI is either CUI Basic or CUI Specified. CUI Basic is disseminated according to the minimum set of dissemination controls set forth in 5 U.S.C. 552(a), which requires agencies to disseminate and protect sensitive CUI whenever doing so is not against the law, and 2) follows a lawful Government program.

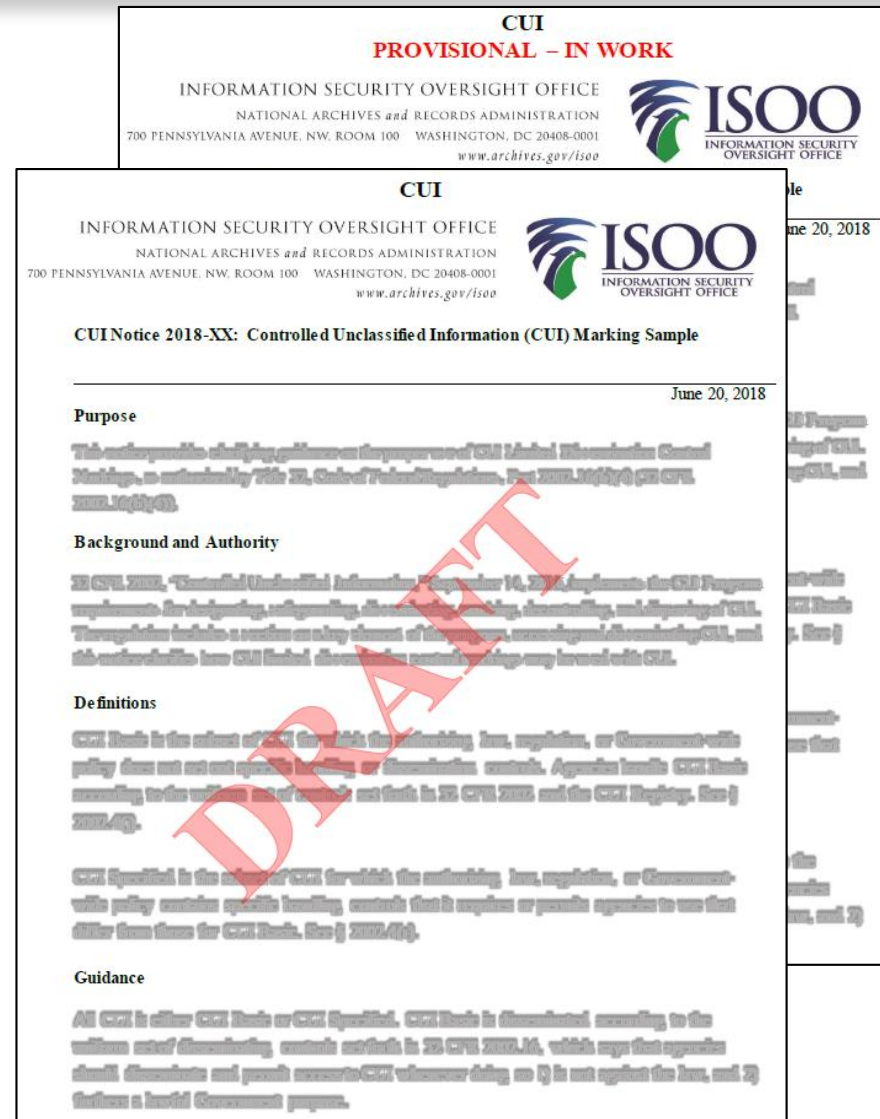
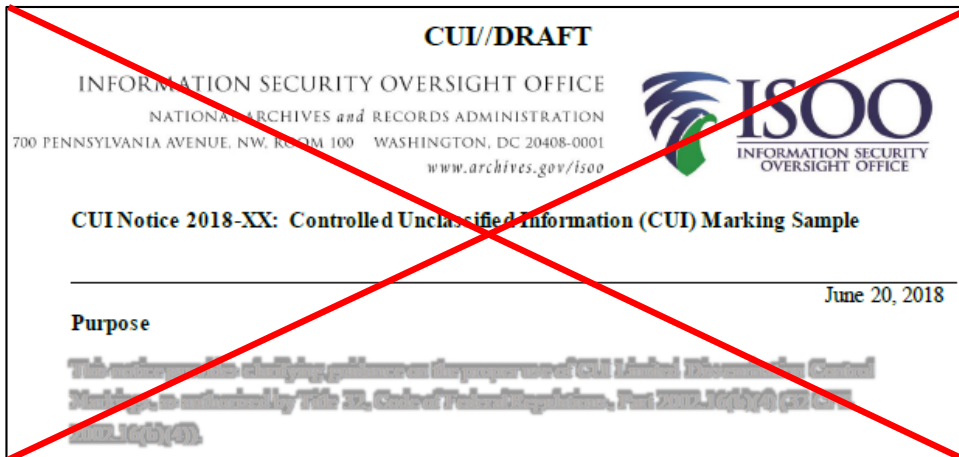
1

2

3

Supplemental Administrative Markings

- Supplemental Administrative Markings (e.g., Draft, Deliberative, Pre-decisional) **may not** be incorporated into the Banner Marking or mixed with CUI Markings



Coversheets

CONTROLLED

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of CUI shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

CONTROLLED

Optional Form 901:
Basic CUI Coversheet

CONTROLLED

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Category	Subcategory

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of CUI shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

CONTROLLED

Optional Form 902:
Category Coversheet

CONTROLLED

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

ATTENTION

Use this space to indicate categories/subcategories, special instructions, points of contact, etc., if needed.

ATTENTION

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of CUI shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

CONTROLLED

Optional Form 903:
Detailed Coversheet (categories, special instructions, points of contact)

➤ Coversheets are optional, but replace Banner Markings

➤ Download templates from the CUI Registry at:

www.archives.gov/cui/additional-tools

Marking Forms

- Forms that, when filled in, contain CUI, **must** be marked accordingly
- You may use a coversheet if there is not room at the top of the form

**Mandatory
CUI Control
Marking**

**CONTROLLED//SP-PERS
when filled in**

PERFORMANCE APPRAISAL – Associate (Employee) Self-Assessment Summary

PART I. ADMINISTRATIVE DATA

EMPLOYEE NAME (Last, First, Middle Initial)	OFFICE SYMBOL DATE	PERFORMANCE PERIOD (MM/DD/YYYY) FROM	TO
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PART II. INSTRUCTIONS

GENERAL GUIDELINES: Employees should complete and submit this form to their rating official for consideration in completing the annual performance appraisal. The summary should represent accomplishments as related to the outcomes and expectations from the date the performance plan was communicated/signed to the end of the performance-rating period. Base the summary on accomplishments during the performance period. Summarize each outcome and expectation separately and write the summary as a past tense of the outcomes and expectations.

SPECIFIC GUIDELINES: List major accomplishments in bullet form as they relate to each critical element and the expectations detailed in your performance plan. You may also list training and developmental accomplishments, including seminars and/or conferences; any recognition you received, recommended areas for future development, and specific training requests, if desired.

PART III. ACCOMPLISHMENTS

MAJOR ACCOMPLISHMENTS: In bullet format, identify the most important accomplishments achieved during this performance period that apply directly to your position. (Attach additional pages as necessary)

OTHER ACCOMPLISHMENTS: Identify other accomplishments achieved during this performance period. (Attach additional pages as necessary)

TRAINING AND DEVELOPMENTAL NEEDS: Identify any training or developmental needs or opportunities for the coming year. (Attach additional pages as necessary)

EMPLOYEE SIGNATURE _____ DATE _____

GENERAL SERVICES ADMINISTRATION GSA 3683 (REV. 1/2018)

Released 6/29/00
Application for Federal Employment - SF 171
Read the instructions before you complete this application. Type or print clearly in dark ink.

Form Approved
OMB No. 3206-0012

GENERAL INFORMATION

1 What is
2 Social S
4 Birth da
6 Name (l
Mailing
City
7 Other
8 Home P
Area Co
10 Were y
What is
Dates a
AVAILA
11 Month
13 In what
14 Are you
15 Are you
16 Are you
MILITAR
17 Have y
Active or
18 Are you
Reserve
THE FEDER
PREVIOUS
Page

CONTROLLED

**CONTROLLED UNCLASSIFIED
INFORMATION (CUI)**

ATTENTION

Use this space to indicate categories/subcategories, special instructions, points of contact, etc., if needed.

This form contains SP-PERS when filled.

ATTENTION

All individuals handling this information are required to protect it from unauthorized disclosure.

Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

Access to and dissemination of CUI shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

CONTROLLED

903-003
3334 10-00-00 433-0032

OPTIONAL FORM NO. 104
Prescribed by GSA GEN. REG. NO. 27
5010-108-01

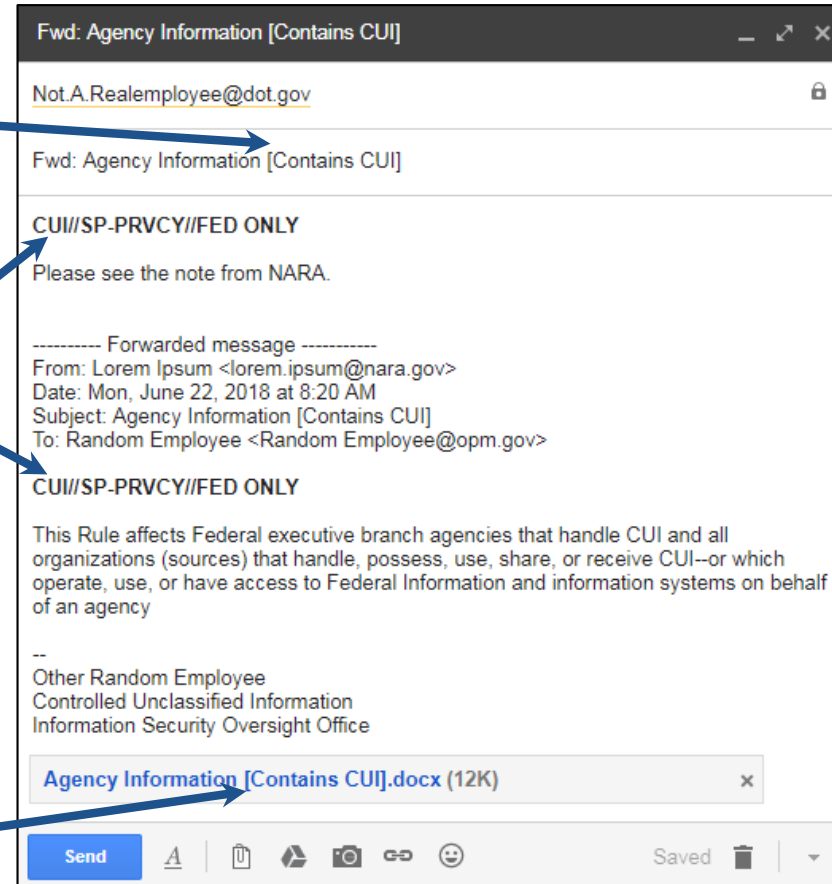
Marking Emails

- When marking emails it is **mandatory** to include a **Banner Marking** to indicate that the email contains CUI
- It is best practice to include an Indicator Marking in the subject line
- If the email is forwarded, the Banner Marking **must** be carried forward
- If sending an attachment that contains CUI, the name of the file can contain a CUI indicator

Optional
Subject
Line
Indicator
Marking

**Mandatory
Banner
Marking**

Optional
Attachment
Indicator
Marking



Marking Presentations

- When marking presentation slides that contain CUI, the rules of CUI marking apply
- There are two mandatory markings
 - Designation Indicator
 - Banner Marking

The diagram illustrates the components of CUI marking presentations. On the left is a slide titled "CONTROLLED Marking Presentations" with the tagline "Shared • Standardized • Transparent" and the CUI logo. On the right is a slide titled "CONTROLLED Marking Presentations" containing regulatory text. Two red boxes with arrows point from the right slide to the left slide: "Mandatory Banner Marking" points to the "CONTROLLED" text, and "Mandatory Designation Indicator" points to the "Information Security Oversight Office (ISOO)" text.

CONTROLLED

Marking Presentations

Shared • Standardized • Transparent

CONTROLLED UNCLASSIFIED INFORMATION

Information Security Oversight Office (ISOO)

Mandatory Banner Marking

Mandatory Designation Indicator

CONTROLLED Marking Presentations

- This notice provides clarifying guidance on the proper use of CUI Limited Dissemination Control Markings.
 - Authorized by Title 32, Code of Federal Regulations, Part 2002.10344-4 (28 CFR 2002.10344-4).
- 32 CFR 2002, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for designating, safeguarding, disseminating, marking, decontrolling, and disposing of CUI.
- The regulation includes a section on a key element of the program, marking and disseminating CUI, and this notice clarifies how CUI limited dissemination control markings may be used with CUI.

CONTROLLED UNCLASSIFIED INFORMATION

Information Security Oversight Office

18

Marking Transmittal Documents

- If a transmittal document accompanies CUI, it **must** indicate that CUI is attached and include
 - “When enclosure is removed, this document is Uncontrolled Unclassified Information” or
 - “When enclosure is removed, this document is (CUI Category); upon removal, this document does not contain CUI”

Mandatory Transmittal Message

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN

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ISOO
INFORMATION SECURITY OVERSIGHT OFFICE

F A X
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Ave, NW.
(202) 357-6870

CONTROLLED
When enclosure is removed, this document is Uncontrolled Unclassified Information

Marking Sample
June 20, 2018

To: Other Random Employee
Fax number: (202) 357-6871/6872

From: Lorem Ipsum
Fax number: (202) 357-6871/6872

Date: 06.22.2018

Regarding:
Agency Information [Contains CUI]

Phone number for follow-up:
(202)357-6870

Comments:
The attachment contains CUI//SP-EXPT/EXPTR//FED ONLY/NOFORN.

Mandatory Message that CUI is Present

Electronic Media

- When storing CUI on a USB drive, CD, or hard drive, you still must indicate the presence of CUI, which **must** include:
 - Designation Indicator
 - CUI Control Marking



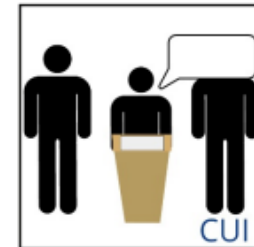
**Mandatory
CUI Control
Marking**

**Mandatory
Designation
Indicator Marking**

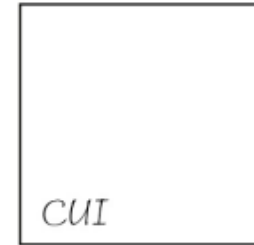


Audio, Photography, and Video Markings

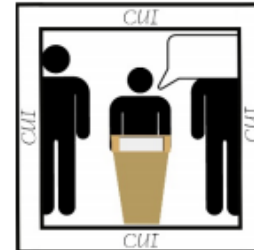
- For all of these forms, the standard is that the presence of CUI must be clearly indicated
- Photographs should be marked to indicate the presence of CUI which could include using:
 - Watermarks
 - Label on the back of the photo
 - Tape, frames, or envelopes
- Audio or video files should contain a disclaimer at the beginning stating:
 - “This recording/video contains Controlled Unclassified Information”
 - CUI Specified Categories and Limited Dissemination Controls must also be indicated



Electronic Photo Labeling Example



Physical Photo Labeling Example



Physical Unalterable Photo Labeling Example



"This Recording Contains Controlled Unclassified Information"



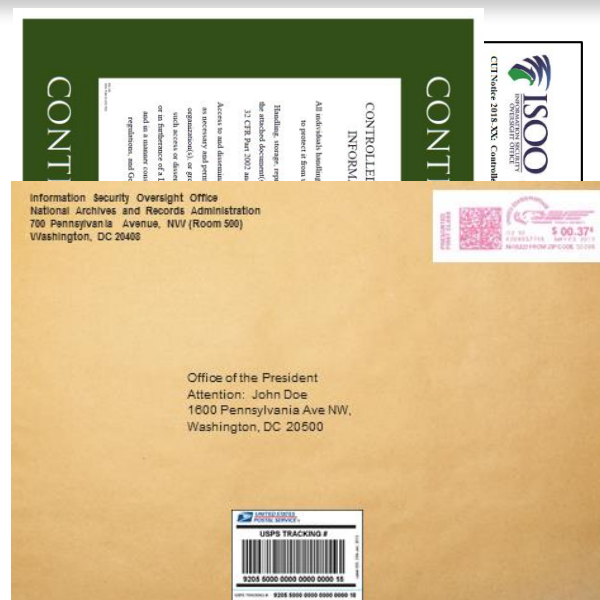
Rest of Audio Plays



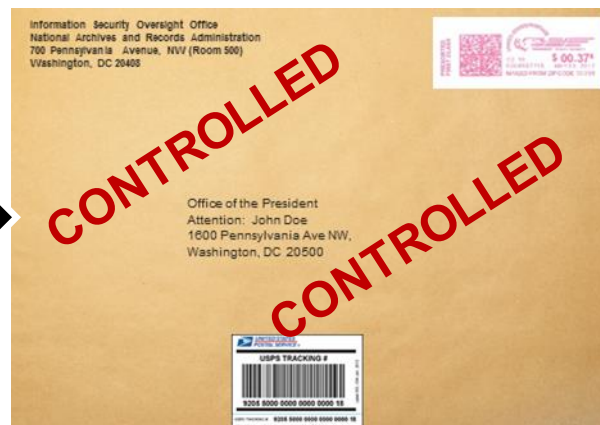
CUI Audio, Photography, and Video Markings Brochure:
<https://www.archives.gov/files/cui/documents/2017-Audio-Photo-Video-bifold-v1.pdf>

Shipping and Mailing

- CUI may be shipped
 - Best practice is to track the package



DO NOT Place Markings on Packages/Envelopes



Decontrol and Marking

- Follow your agency's policy to **remove or strike markings** on decontrolled CUI on the
 - First page
 - Cover page
 - First page of any attachment
- Decontrolled CUI is still subject to the agency's release procedures

~~CUI/POST/SERV~~

INFORMATION SECURITY OVERSIGHT OFFICE
NATIONAL ARCHIVES and RECORDS ADMINISTRATION
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001


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~~CUI/POST/SERV~~

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DECONTROLLED

CUI Notice 013-AX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

Purpose

This notice provides clarifying guidance on the proper use of CUI Limited Dissemination Control Markings, as authorized by Title 28, Code of Federal Regulations, Part 2012.102(a) (28 CFR 2012.102(a)).

Background and Authority

28 CFR 2012, "Controlled Unclassified Information," September 14, 2016, implements the CUI Program requirements for designating, safeguarding, disseminating, marking, decontrolling, and disposing of CUI. The regulation includes a section on a key element of the program, marking and disseminating CUI, and this notice clarifies how CUI limited dissemination control markings may be used with CUI.

Definitions

CUI Trade is the subset of CUI for which the authorizing law, regulation, or Government-wide policy does not set specific handling or dissemination controls. Agencies handle CUI Trade according to the minimum set of controls set forth in 28 CFR 2012 and the CUI Registry. See § 2012.4(b).

CUI Specified is the subset of CUI for which the authorizing law, regulation, or Government-wide policy contains specific handling controls that it requires or permits agencies to use that differ from those for CUI Trade. See § 2012.4(c).

Guidance

All CUI is either CUI Trade or CUI Specified. CUI Trade is disseminated according to the minimum set of disseminating controls set forth in 28 CFR 2012.14, which says that agencies should disseminate and permit access to CUI whenever doing so 1) is not against the law, and 2) furthers a lawful Government purpose.

(U) Marking Sample

June 20, 2018

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2012.102(a) (28 CFR

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