



CUI Notice 2019-01: Controlled Unclassified Information (CUI) Coversheets and Labels

February 22, 2019

Purpose

1. This notice provides agencies with guidance for:
 - a. usage of the CUI coversheet Standard Form (SF) 901, 11/2018
 - b. discontinuance of the CUI coversheets Optional Form (OF) 901, OF 902, and OF 903,
 - c. usage of the SF 902 standard size affix able identification and protection media label
 - d. usage of the SF 903 USB drive size affix able identification and protection label.

Authorities

1. Executive Order 13556, “Controlled Unclassified Information,” November 4, 2010, and
2. 32 CFR Part 2002, “Controlled Unclassified Information,” September 14, 2016.

Guidance

1. The SF 901 serves as a shield to protect CUI from inadvertent disclosure and to alert observers that CUI is attached. If an agency determines, as part of its risk management strategy, that a coversheet is required, the SF 901 will be used. The SF 901 is affixed to the top of the document and remains attached until the document no longer requires protection, is properly secured, and/or is decontrolled or destroyed. When the SF 901 has been removed, it may, depending upon its condition, be reused. The SF 901 is a downloadable, fillable form, and may be found at <https://www.gsa.gov/forms-library/controlled-unclassified-information-cui-coversheet-0> or <https://www.archives.gov/cui/additional-tools>. There is no cost associated with obtaining this form.
2. The CUI Executive Agent (EA) has rescinded OF 901, OF 902, and OF 903, effective December 14, 2018. However, agencies may continue to use these forms until existing supplies have been depleted.
3. The CUI EA has approved development of the SF 902 standard size label (approximate size 2.125” x 1.25”). The SF 902 is used to identify and protect electronic media and other media that contain CUI such as hard drives or CD-ROMs. It is used instead of the SF 901 for media other than documents. If an agency determines, as part of its risk management strategy, that a standard size label is required, the SF 902 will be used. The SF 902 is affixed to the medium containing CUI in a

manner that would not adversely affect operation of the equipment in which the medium is used. Once the label has been applied, it cannot be removed. The SF 902 will be available for purchase from GSA in mid-FY 2019. The cost associated with this label has yet to be determined.

4. The CUI EA has approved development of the SF 903 USB drive size label (approximate size 2.125" x .625"). The SF 903 is used to identify and protect electronic media that contains CUI. If an agency determines, as part of its risk management strategy, that a USB drive size label is required, the SF 903 will be used. The SF 903 is affixed to a USB drive containing CUI in a manner that would not adversely affect either operation of the drive or operation of the medium in which it is inserted. Once the label has been applied, it cannot be removed. This form will be available for purchase from GSA in mid-FY 2019. The cost associated this label is yet to be determined.

Please direct any questions regarding this notice to: CUI@nara.gov

A handwritten signature in black ink that reads "Mark A. Bradley". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

MARK A. BRADLEY
Director