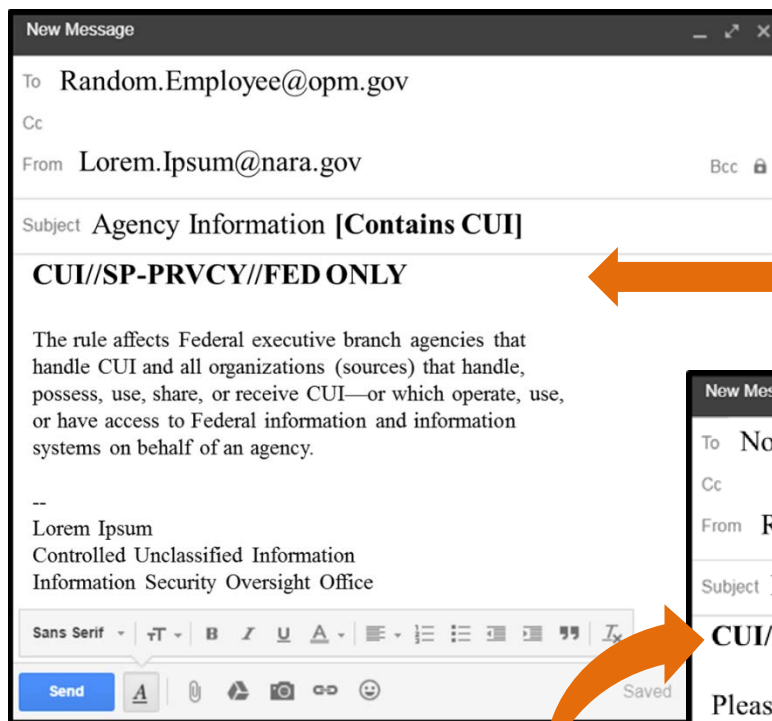# Controlled Unclassified Information, Emails, and Marking
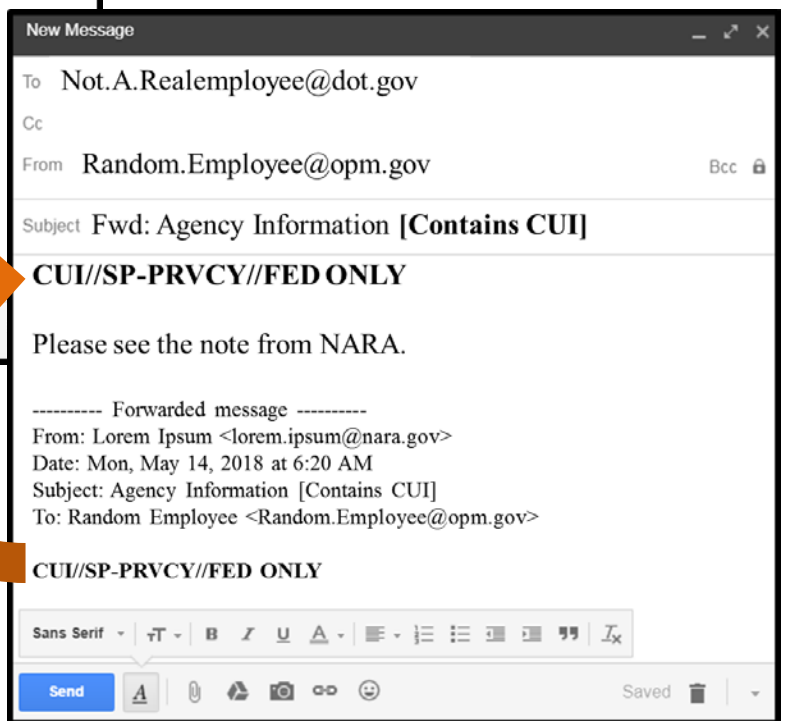
When sending an email; a banner marking must appear at the top portion of the email.

In addition to the banner marking, an indicator can be included in the subject line to indicate that the email also contains CUI. "Contains CUI" can appear in the subject line to alert recipients that CUI is present in the email.

When forwarding or responding to email containing CUI, be sure to carry forward all applicable marking to the new email



**New Message**

To    Random.Employee@opm.gov
Cc
From    Lorem.Ipsum@nara.gov    Bcc 🔒

Subject  Agency Information **[Contains CUI]**

**CUI//SP-PRVCY//FED ONLY**

The rule affects Federal executive branch agencies that handle CUI and all organizations (sources) that handle, possess, use, share, or receive CUI—or which operate, use, or have access to Federal information and information systems on behalf of an agency.

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Lorem Ipsum
Controlled Unclassified Information
Information Security Oversight Office

This example shows the use of the CUI Control Marking, a CUI Category marking (for Privacy information), and a Limited Dissemination Control marking (for Federal Employees Only)

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

**New Message**

To    Not.A.Realemployee@dot.gov
Cc
From    Random.Employee@opm.gov    Bcc 🔒

Subject  Fwd: Agency Information **[Contains CUI]**

**CUI//SP-PRVCY//FED ONLY**

Please see the note from NARA.

---------- Forwarded message ----------
From: Lorem Ipsum <lorem.ipsum@nara.gov>
Date: Mon, May 14, 2018 at 6:20 AM
Subject: Agency Information [Contains CUI]
To: Random Employee <Random.Employee@opm.gov>

**CUI//SP-PRVCY//FED ONLY**