

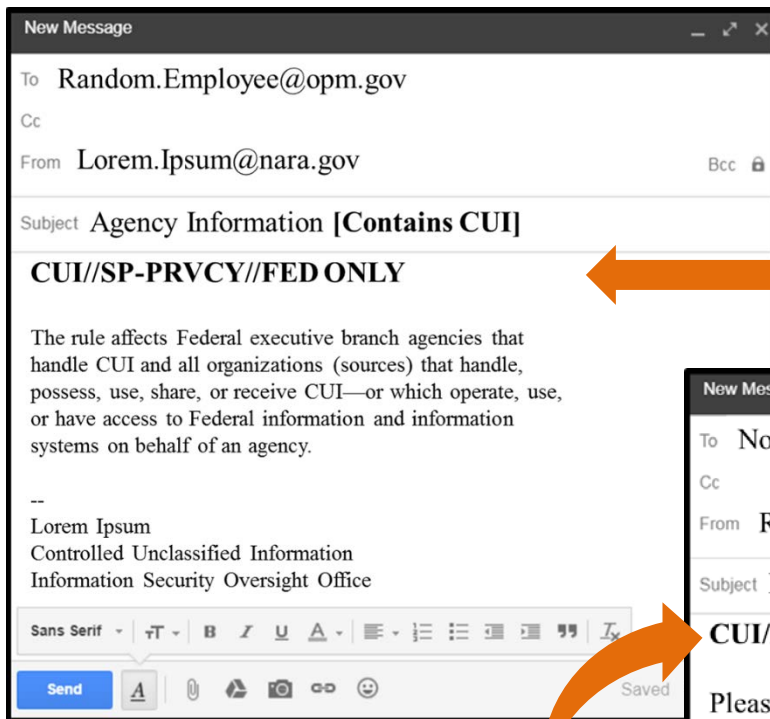


Controlled Unclassified Information, Emails, and Marking

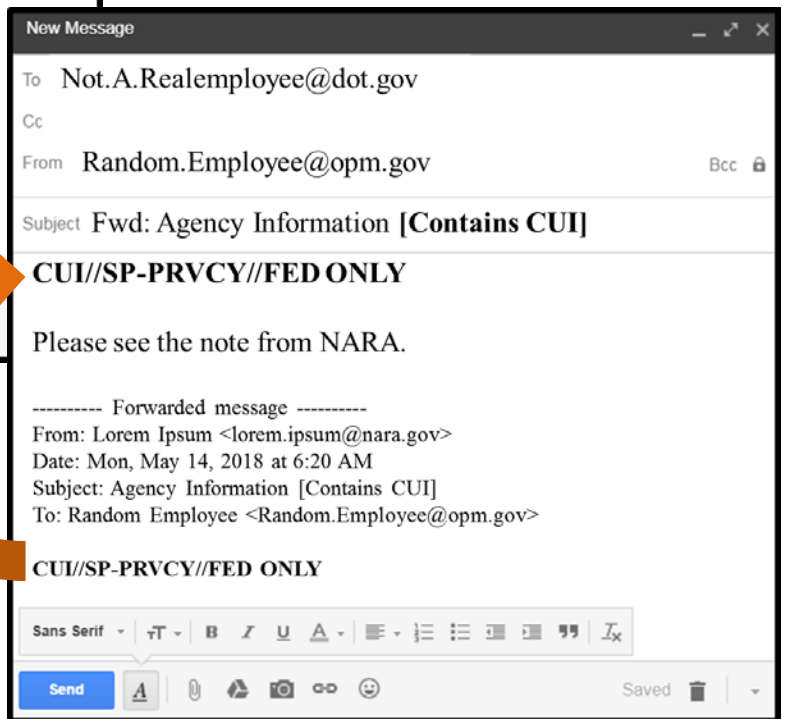
When sending an email; a banner marking must appear at the top portion of the email.

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



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

Additional Resources

Marking Book: <https://www.archives.gov/files/cui/20161206-cui-marking-handbook-v1-1.pdf>

CUI Website: <https://www.archives.gov/cui>

Blog: <https://isoo.blogs.archives.gov>