What is CUI?

Information that requires protection.

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 2022 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.
**Lawful Government Purpose**

Lawful Government purpose 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.
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
CUI Basic and CUI Specified

**CUI Specified**
(Requires unique markings)

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

**CUI Basic**

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

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 (/\).
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.
How to Send CUI in Packages and Mail

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!
Controlled Environments: Physical

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

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Security</th>
<th>Supervisory</th>
<th>Contracts</th>
<th>Research and Development</th>
</tr>
</thead>
</table>
When Reproducing or Faxing CUI, you may use agency-approved equipment.

Look for signs on approved equipment.

THIS PRINTER IS APPROVED FOR CUI
Reporting CUI Incidents

- 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.
What to report

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.
Signs for approved destruction equipment and methods

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

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 (0.004 in. ≤ x ≤0.2 in.) in size (or smaller) may be approved. Please direct any questions to:

Lock

APPROVED FOR CUI DESTRUCTION

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