Overview

- Kinds of CUI
- Designation Indicator
- Banner Marking
  - Control Marking
  - Category marking
  - Limited Dissemination Control
- Portion Marking
- Marking Multi-Page Documents
- Marking Emails
- Coversheets
- Additional Marking
Laws, Regulations, or Government-wide policies require specific protections. For example:
- Unique markings
- Enhanced physical safeguards
- Limits on who can access the information

Laws, Regulations, or Government-wide policies DO NOT require specific protections.
Designation Indicators show which agency made the document CUI and are mandatory.

It is best practice to include contact information.
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 (//).
The CUI Control Marking is mandatory for all CUI and consists of a marking of either “CONTROLLED” or “CUI”.

This marking is all that is required to properly mark CUI Basic.
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
The CUI Category Marking is **mandatory** for CUI Specified.

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

**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 (/)
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 (/).
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.
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.
Supplemental Administrative Markings (e.g., Draft, Deliberative, Pre-decisional) **may not** be incorporated into the Banner Marking or mixed with CUI Markings.
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
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.
- When marking presentation slides that contain CUI, the rules of CUI marking apply
- There are two mandatory markings
  - Designation Indicator
  - Banner Marking
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”
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
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

Shipping and Mailing

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

DO NOT Place Markings on Packages/Envelopes
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