

Marking Handbooks

Marking Classified National Security Information

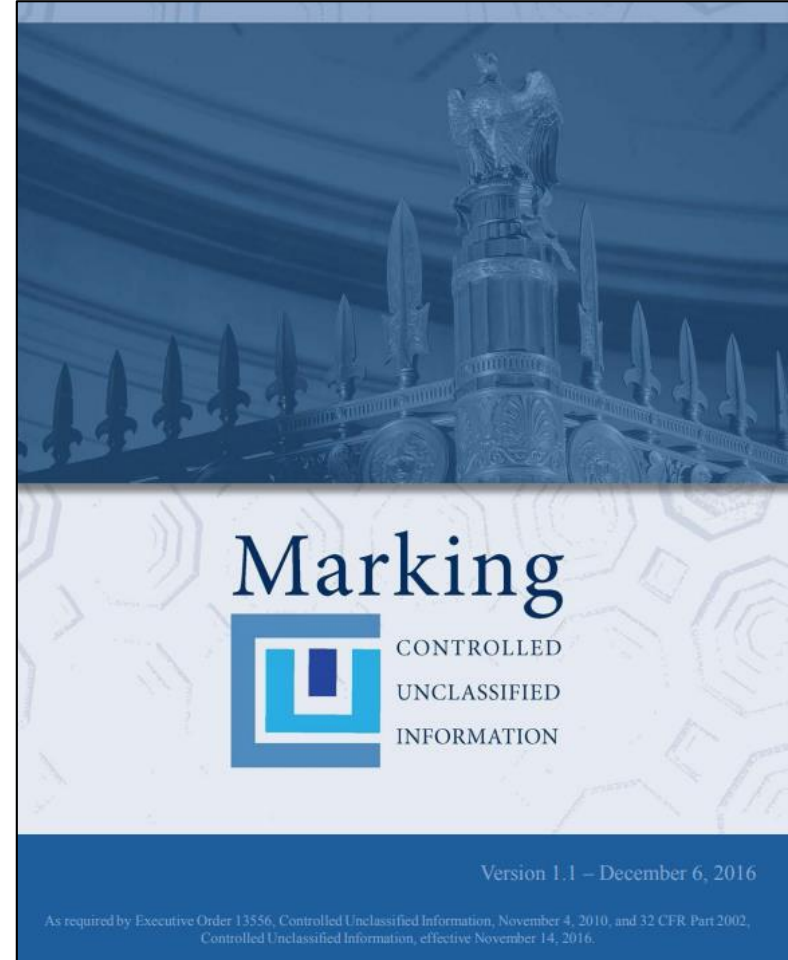
AS REQUIRED BY
EXECUTIVE ORDER 13526, CLASSIFIED NATIONAL SECURITY INFORMATION
DECEMBER 29, 2009, AND
32 CFR PART 2001, ISOO IMPLEMENTING DIRECTIVE
JUNE 25, 2010



DECEMBER 2010
Revision 4, January 2018

This document is **UNCLASSIFIED**. Any classification markings are for training use only.

<https://www.archives.gov/files/isoo/training/marketing-booklet-revision.pdf>



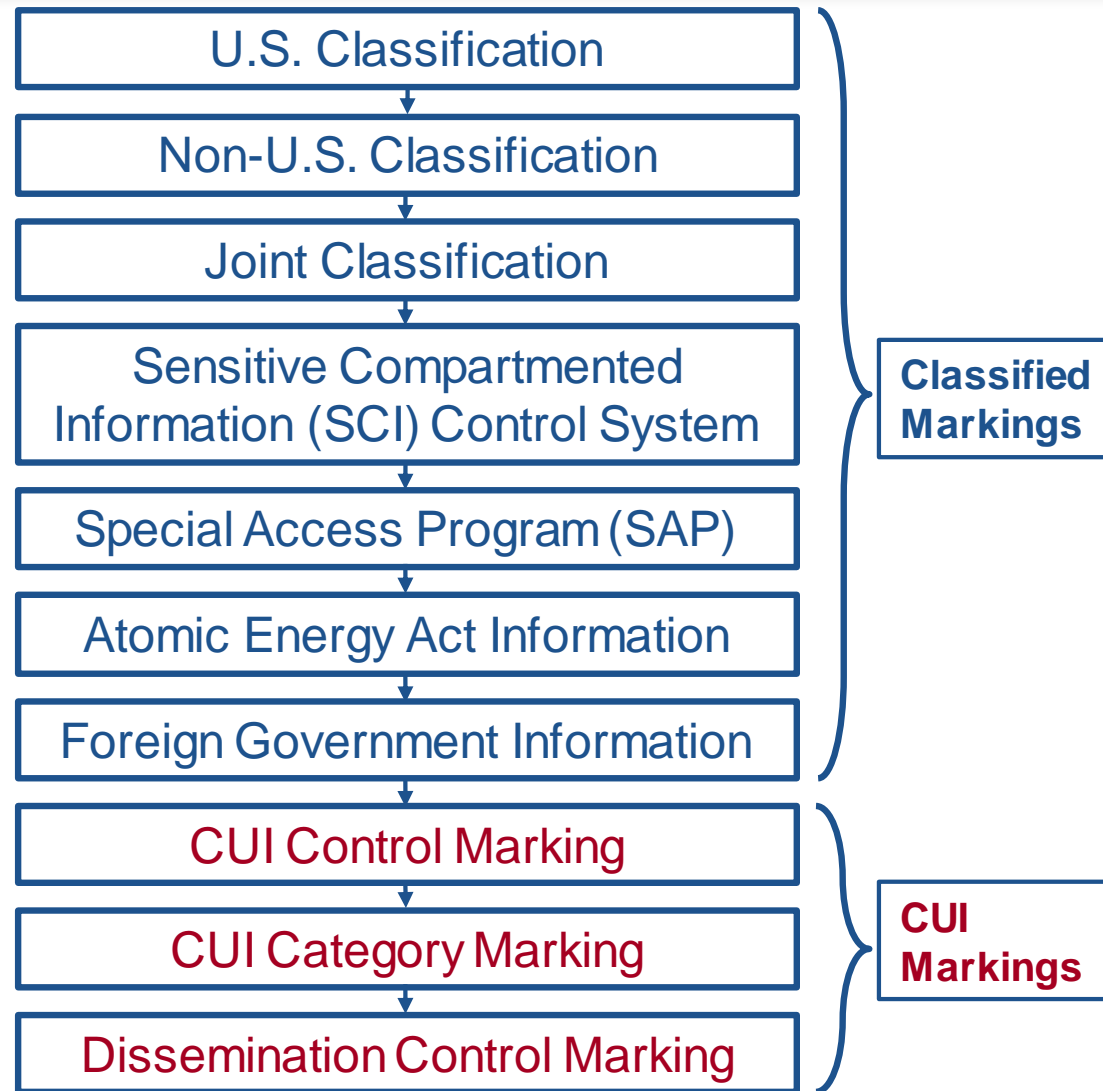
<https://www.archives.gov/files/cui/2016-1206-cui-marking-handbook-v1-1.pdf>

Commingled Documents

- Headers and footers are **mandatory** and must be **identical**
- All sections or portions **must** be marked or portion marked
- CUI Markings and Limited Dissemination Control Markings appear **after** all classified markings in both Banner Lines and Portion Markings
- The CUI Control Marking “CONTROLLED” is **never** used, only the marking “CUI”

Order for Commingled Markings

- There is a specific order for different components of **Portion Markings** and **Banner Lines** for commingled documents



Portion Marking

Unclassified Uncontrolled Information

Secret Information

CUI Control Marking

CUI Control and Category Marking

CUI Control, Category, and Limited Dissemination Marking

CUI Control and Limited Dissemination Marking

SECRET//CUI//SP-EXPT//NOFORN

INFORMATION SECURITY OVERSIGHT OFFICE
NATIONAL ARCHIVES and RECORDS ADMINISTRATION
700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001
www.archives.gov/isoo



(U) CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

(U) Purpose

(S) This memorandum clarifies guidance on the purpose of CUI Label Marking. CUI Label Marking, as authorized by Title 28, Code of Federal Regulations, Part 201.16(j)(4) (28 CFR 201.16(j)(4)).

(U) Background and Authority

(CUI) 28 CFR 201.16, "Controlled Unclassified Information," requires the CUI Program to identify, categorize, control, and manage the creation, storage, dissemination, and disposal of CUI. The regulation includes a variety of other elements of the program, including the marking of CUI, which authorizes the use of CUI Label Marking to identify any level of CUI.

(U) Definitions

(CUI//SP-EXPT) CUI Exempt is the status of CUI for which the marking, use, regulation, or Government-wide policy does not set an explicit handling or dissemination control. Agencies handle CUI Exempt according to the control controls outlined in 28 CFR 201.16 and the CUI Registry.

(CUI//SP-EXPT//NF) CUI Exempt is the status of CUI for which the marking, use, regulation, or Government-wide policy contains explicit handling controls that require or prohibit agencies to control data differently from data for CUI Exempt. See § 201.16(j).

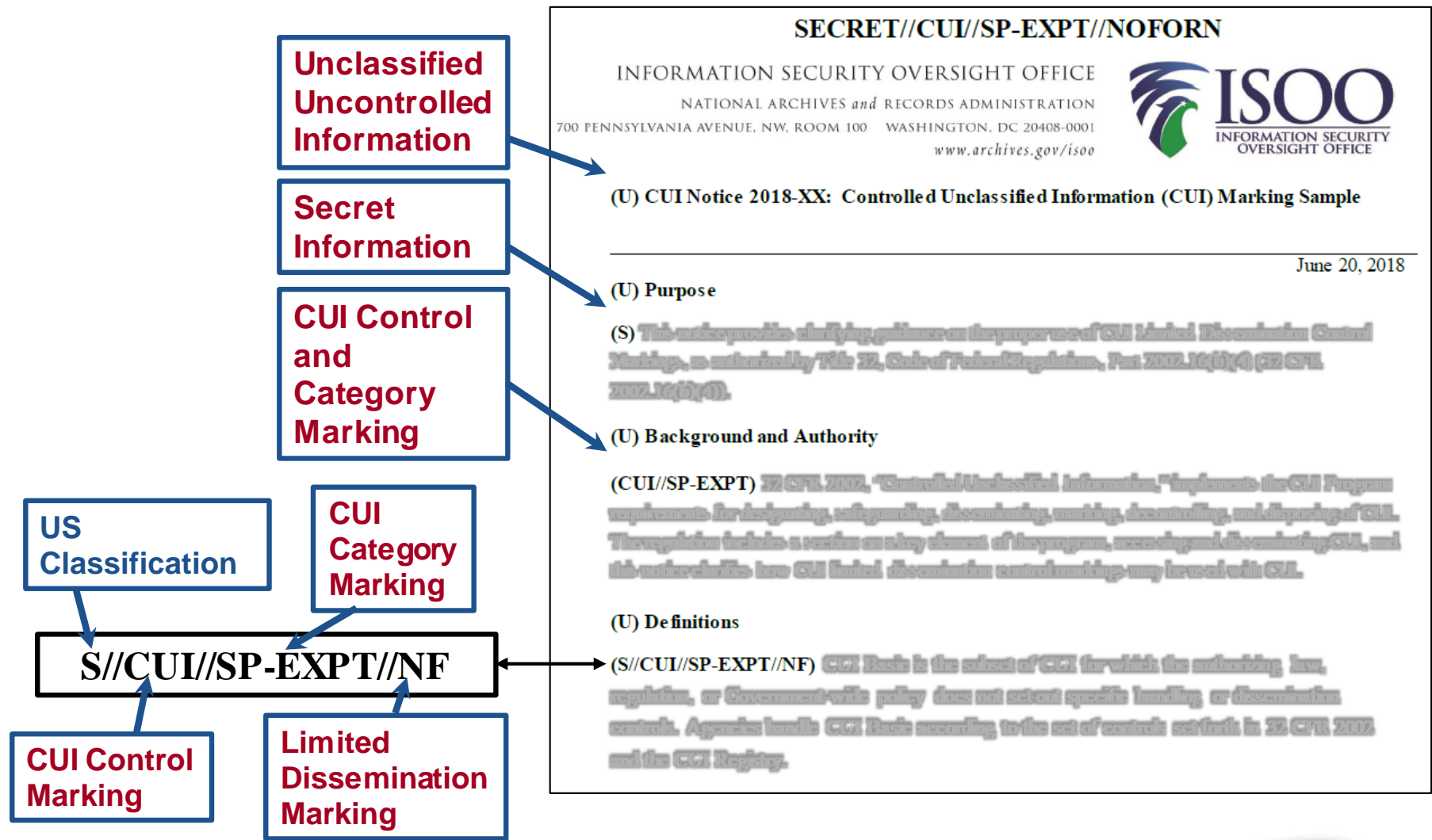
(U) Guidance

(CUI//NF) All CUI is either CUI Exempt or CUI Specified. CUI Exempt is disseminated according to the various control-dissemination controls set forth in 28 CFR 201.16, which requires agencies should disseminate and provide accurate CUI whenever doing so is not against the law, and 28 CFR 201.16(j) outlines a limited Government program.

Classified By: Lorem Ipsum, Information Security Oversight Office
Derived From: DGW Memo, (U) Marking Controlled Information, Dated December 10, 2017
Declassify On: June 10, 2028

SECRET//CUI//SP-EXPT//NOFORN

Portion Marking Commingled Paragraphs



Banner Lines

US
Classification

CUI
Category
Marking


SECRET//CUI//SP-EXPT//NOFORN

CUI
Control Marking

Limited
Dissemination
Control Marking

SECRET//CUI//SP-EXPT//NOFORN

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Mandatory Header

(U) CUI Notice 2018-XX: Controlled Unclassified Information (CUI) Marking Sample

June 20, 2018

(U) Purpose

(S) This notice provides clarity on the purpose of CUI Marking, the marking process, and the marking requirements. It is intended for the Chief of Policy Development, Post 2018-10/10/18 (CUI) 2018-10/10/18.

(U) Background and Authority

(CUI) 28 CFR 201.1, "Controlled Unclassified Information," implements the CUI Program requirements for identifying, categorizing, marking, controlling, and disposing of CUI. The regulation includes a variety of marking options, including the marking of CUI, which is intended to be used for CUI Marking. The marking requirements are intended to be used for CUI.

(U) Definitions

(CUI//SP-EXPT) CUI Exempt is the subset of CUI for which the marking, use, regulation, or Government-wide policy does not contain specific marking or dissemination controls. Agencies handle CUI Exempt according to the marking controls set forth in 28 CFR 201.1 and the CUI Registry.

(CUI//SP-EXPT//NF) CUI Exempt/NF is the subset of CUI for which the marking, use, regulation, or Government-wide policy contains specific marking controls that require or prohibit agencies to mark or disseminate CUI differently than those for CUI Exempt. See § 201.1(f).

(U) Guidance

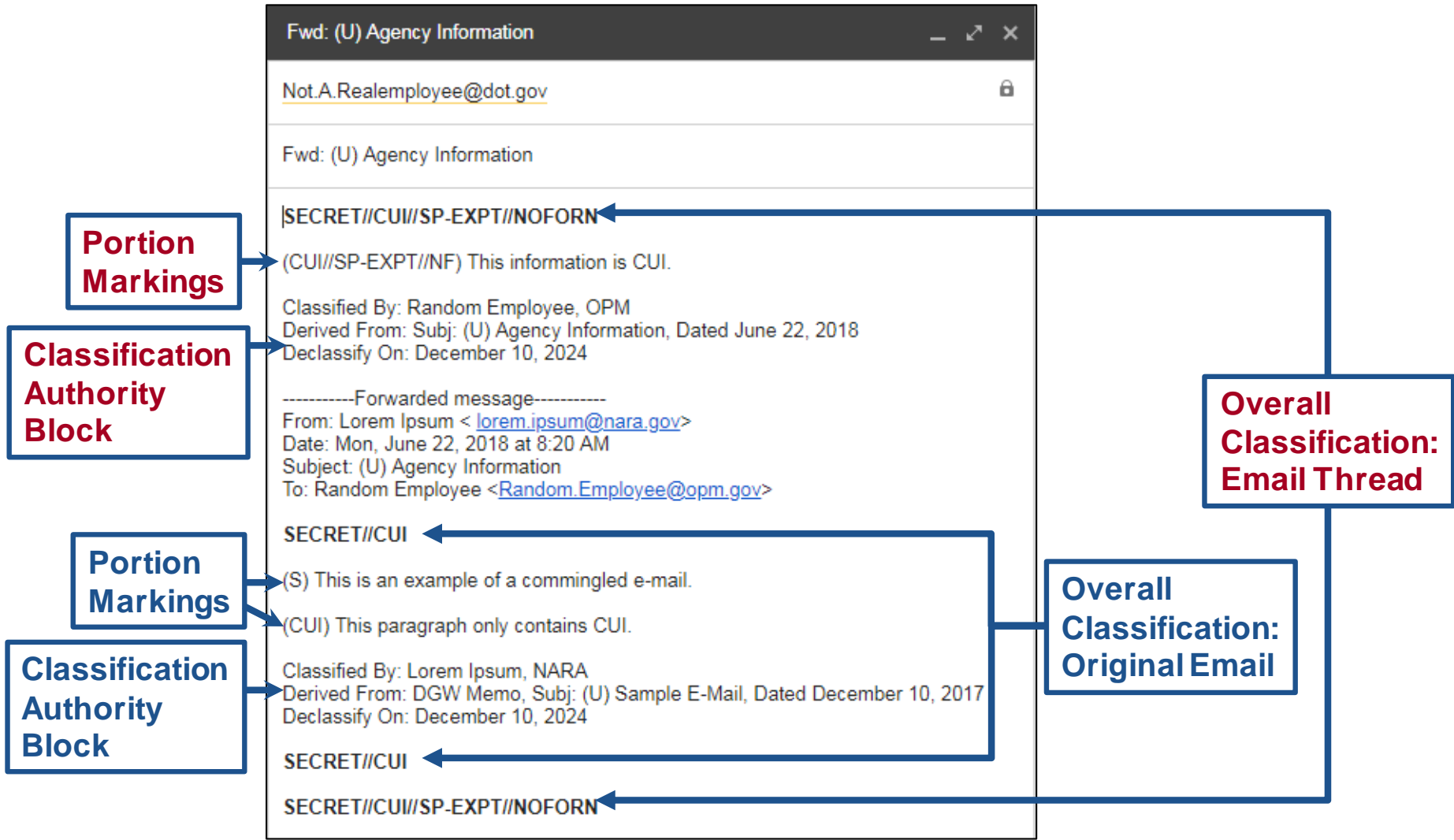
(CUI//NF) All CUI is either CUI Exempt or CUI Exempt/NF. CUI Exempt is disseminated according to the marking, use, regulation, or Government-wide policy set forth in 28 CFR 201.1, which requires agencies to mark, disseminate, and control CUI. CUI Exempt/NF is not subject to the law, and it includes a limited Government program.

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Derived From: DGW Memo, (U) Marking Controlled Information, Dated December 10, 2017
Declassify On: June 10, 2028

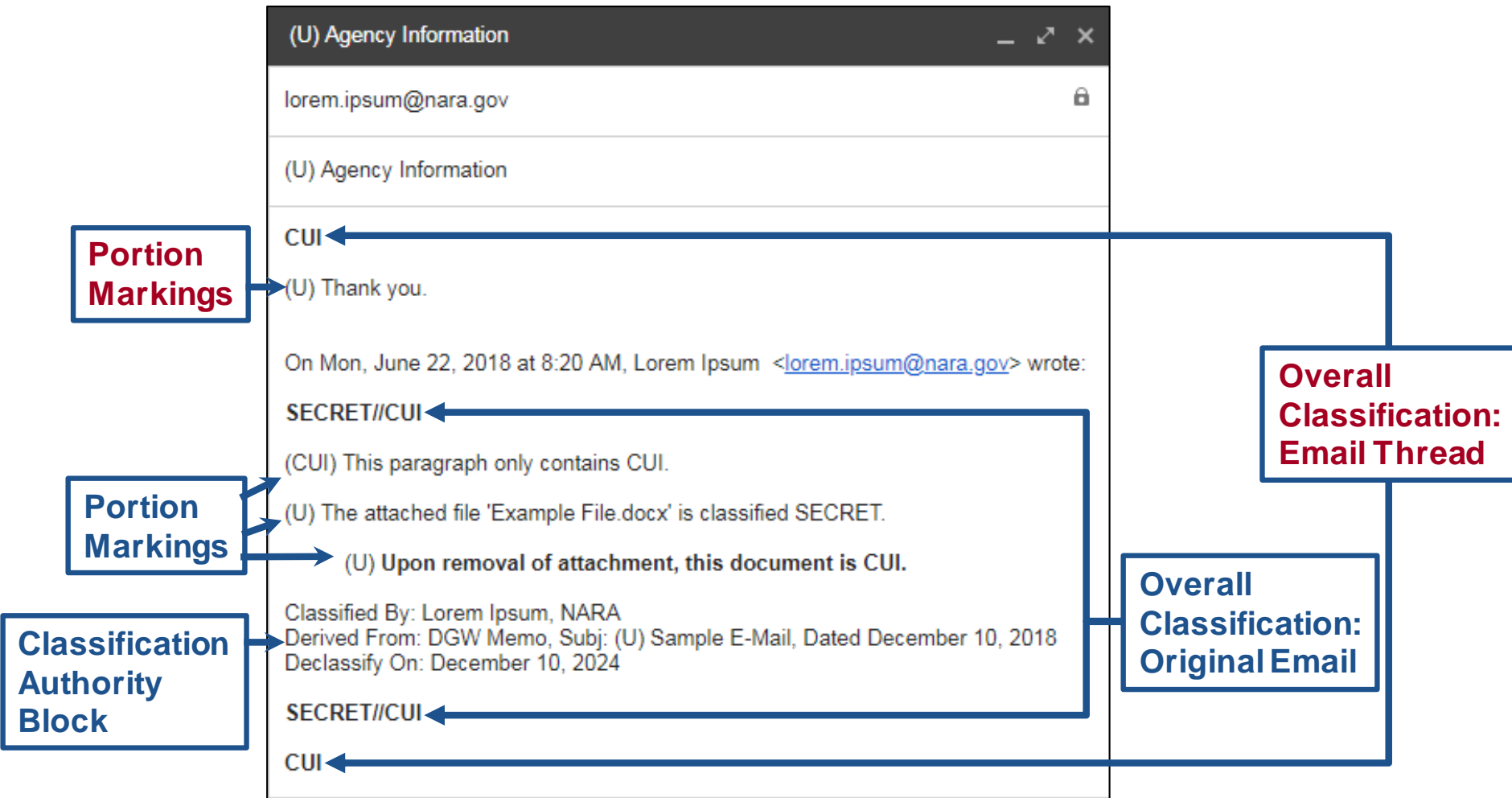
Mandatory Footer

SECRET//CUI//SP-EXPT//NOFORN

Marking Commingled Emails



Marking Emails with Attachments



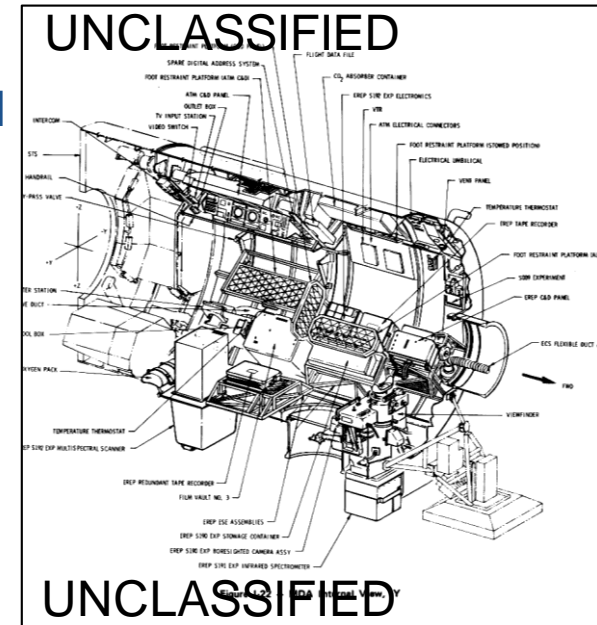
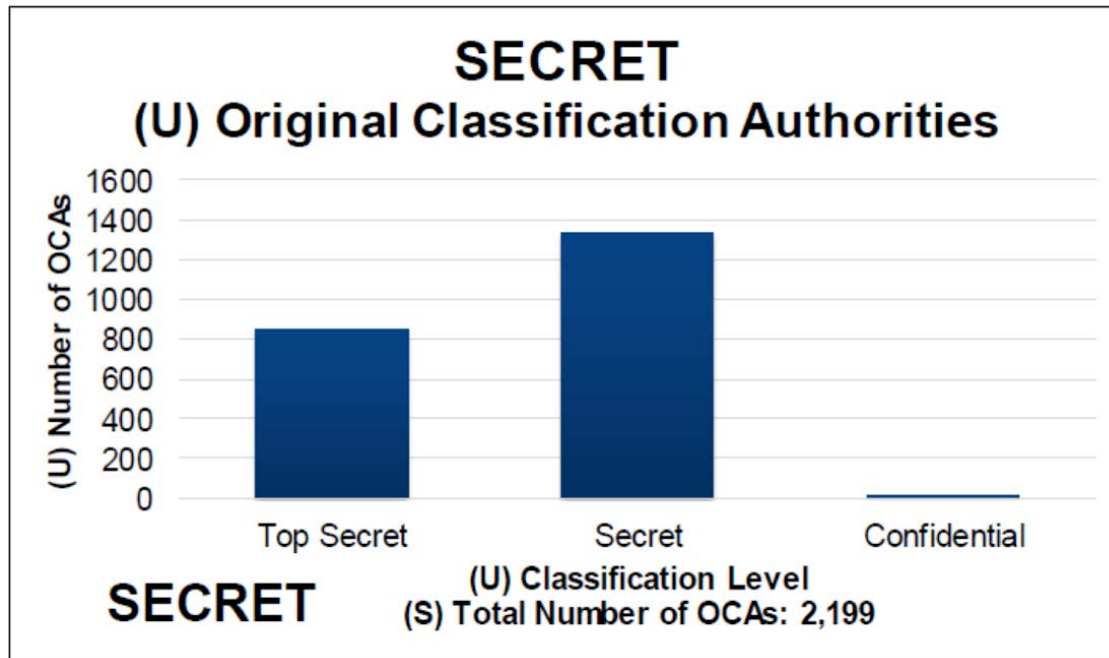
Marking Commingled Presentations

- Write the **Classification Authority Block** on the first slide
- Write the **Overall Classification Marking** in headers and footers on the first and last slides
 - Mark internal slides with either the overall classification of the presentation or the slide
- **Portion Mark** every bullet, chart, and image
 - Portion marks on charts and images are not abbreviated and they are marked at both the top and bottom



SECRET//CUI (U) How to Mark a Commingled Slide

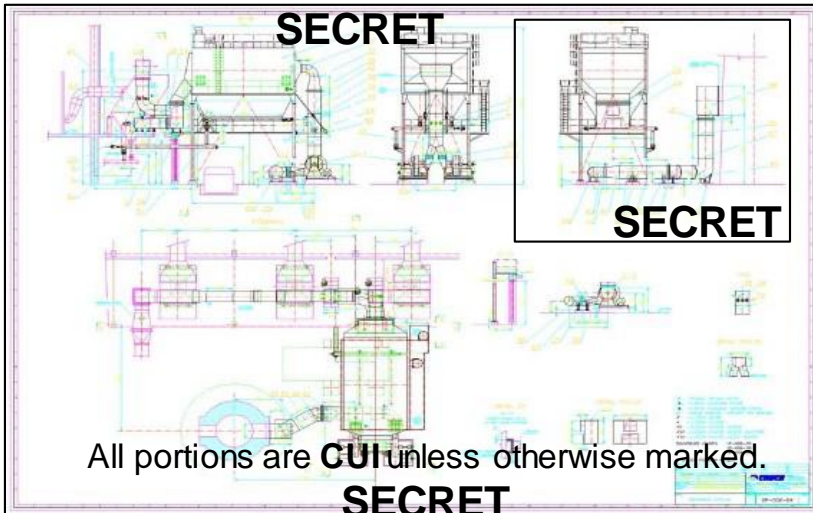
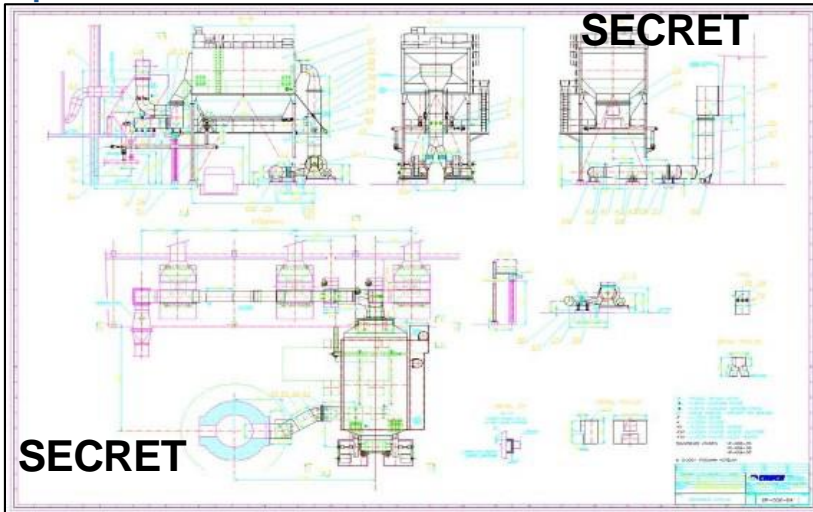
- (S) This bullet has Secret information
- (CUI) This bullet has CUI
 - (CUI) You also mark sub-bullets
 - (S) Try to separate Classified information from CUI



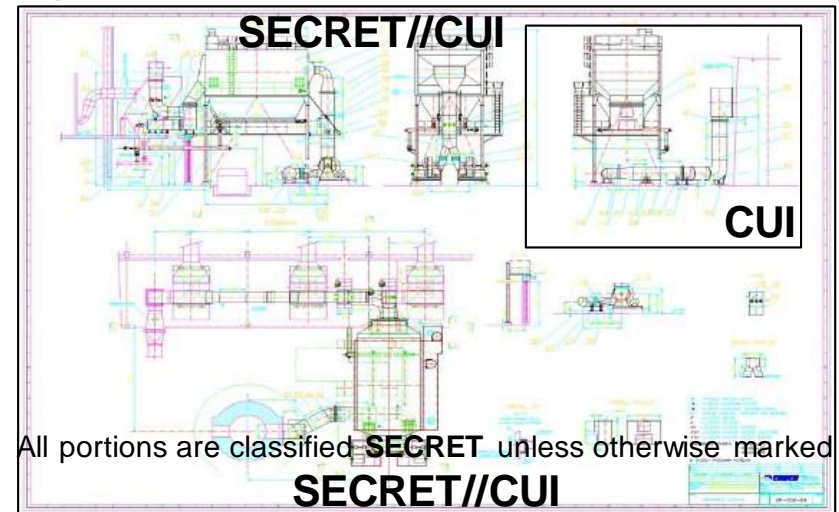
(U) NASA Skylab Multiple Docking Adapter

Marking Complicated Slides

Option 1



Option 2



Option 3