

# CUI

## ATTENTION

### **CUI//BASIC**

Controlled Unclassified Information

*Internal Policy Document*

No additional dissemination controls apply.

Handle in accordance with standard CUI requirements.

**POC:** Records Management Office  
Administrative Services Division  
Tel: (555) 456-7890  
Email: records@example.gov

## ATTENTION

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 2002 and applicable agency policy.

Access to and dissemination of Controlled Unclassified Information 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.

Adapted from: Standard Form 901 (11-18)  
Prescribed by GSA/ISOO | 32 CFR 2002

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