

CONTROLLED UNCLASSIFIED INFORMATION (CUI) POLICY – PRODUCTIVE INDUSTRIES LLC

1. Definitions.

Controlled Unclassified Information (CUI) is not corporate intellectual property unless created for or included in requirements related to a government contract. Otherwise, CUI is unclassified information that requires safeguarding, and dissemination controls pursuant to and consistent with law, regulations, and policies. CUI includes controlled technical information (CTI) and any other information, marked, or otherwise identified, that requires safeguarding, or dissemination controls pursuant to and consistent with law, regulations, and policies (e.g., privacy, proprietary business information).

Controlled Technical Information (CTI) means technical information that is subject to controls on the access, use, reproduction, modification, display, release, disclosure, or dissemination.

2. Access.

Access to CUI must be limited to U.S. Persons with which non-disclosure agreement(s) (NDA) have been made.

3. Identification Markings.

Completed working documents are required to be properly identify and marked with controlled unclassified information (CUI)

4. Handling.

Storage of CUI (i.e. residence, telework facility, hotel, etc.) shall be in a locked room, drawer, filing cabinet, briefcase, or other storage device.

5. Transmission/Dissemination/Reproduction.

Subject to compliance with official distribution statements, CUI markings and/or Non-Disclosure Agreements which may apply to individual items in question as authorized by grantees by grantors can be transmitted to each other.

6. Storage.

During working hours, reasonable steps shall be taken to minimize the risk of access by unauthorized personnel (e.g., not reading, discussing, or leaving CUI information unattended where unauthorized personnel are present). After working hours, CUI information may be stored in unlocked containers, desks, or cabinets if the building is secured.

7. Disposition.

When no longer required, CUI documents shall be destroyed by any of the means approved for the destruction of CUI by any other means that would make it difficult to recognize or reconstruct the information.