

**APPENDIX IV  
SENSITIVE UNCLASSIFIED INFORMATION, POLICIES BY AGENCY**

AGENCY	POLICY	AUTHORITY	GUIDANCE	DESIGNATION	REMOVAL	ACCESS	PROTECTION	FOIA
AID	Sensitive But Unclassified (SBU)	Internal 12 Foreign Affairs Manual (FAM) 540 [updated 4/25/02]	Broad categories, examples	Supervisory employee	No policy	Need-to-know AND background check	Moderate	Info exempt under FOIA = SBU Review case-by-case
AIR **	For Official Use Only (FOUO)	Internal DOD Dir. 5400.7-R 9/1/1998	FOIA Exemptions	Any employee	Originator OR designated official	Need-to-know AND government business	Moderate	Review
AIR **	Sensitive Information (Computer Security Act, 1987)	Statutory PL 100-235 [DOD 8500.1]	Broad definition	N/A	N/A	Need-to-know	N/A	Review
ARMY*	For Official Use Only (FOUO)	Internal Army Reg. 25-55 11/1/1997 Army Reg. 380-19 3/27/1998	FOIA Exemptions	Any employee	Originator OR other authority (FOIA reviewer)	Need-to-know AND government business	High – transmission	Review
CBP* †	Sensitive But Unclassified [For Official Use Only] Information	Internal DHS Directive 11042.1 [1/6/05]	Broad definition Categories/ examples	Any employee	Originator OR senior official	Need-to-know	Moderate	Review
CDC* †	Sensitive But Unclassified (SBU)	Internal CDC-02 Manual 7/22/2005	Categories Examples	Designated officials	Same	Need-to-know	Moderate	Review, authorization Suggested exemptions
CIA †								
CIS* †	Sensitive But Unclassified [For Official Use Only] Information	Internal DHS Directive 11042.1 [1/6/05]	Broad definition Categories/ examples	Any employee	Originator OR senior official	Need-to-know	Moderate	Review
DEA	DEA Sensitive	Internal Reference Booklet 8/2002	Broad definition categories	Senior officials	N/A	Need-to-know	High	LOU may be exempt from release under FOIA
DHS	Protected Critical Infrastructure Information (PCII)	Statutory 6 U.S.C. 131(3), Homeland Security Act 6 CFR 29	Broad categories Administrative requirements	PCII Program Office	No policy	Specified activities; Training; explicit authorization; AND non-disclosure agreement	Moderate	Specific authorization OR Exemption 3

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DHS	Sensitive But Unclassified [For Official Use Only] Information	Internal DHS Directive 11042.1 [5/04, updated 1/6/05]	Broad categories with examples	Any employee	Originator OR senior official	Need-to-know	Moderate	Review
DIA †								
DOA	Sensitive security information (SSI)	Internal, DR 3440-2 1/30/2003	Broad definition Categories Restriction on abuse	Senior officials [Head of Dept Org.]	Same	Need-to-know	Moderate	OGC authorization for release Ashcroft / Ex. 2, 4, 3, 7
DOC	No documents							
DOD* †	DoD Unclassified Controlled Nuclear Information (DOD UCNI)	Statutory 10 USC 128 DOD Dir. 5210.83 [11/15/1991]	Specific categories, guidance	Senior officials	N/A	Need-to-know AND U.S. citizen or government employee	Moderate	No disclosure under Exemption 3
DOD* †	For Official Use Only (FOUO)	Internal DOD Dir. 5400.7-R 9/1/1998	FOIA Exemptions	Any employee	Originator OR designated official	Need-to-know AND government business	Moderate	Review
DOD* †	Sensitive Information (Computer Security Act of 1987)	Statutory PL 100-235 [DOD 8500.1]	Broad definition	N/A	N/A	Need-to-know	N/A	Review
DOE	Unclassified Controlled Nuclear Information (UCNI)	Statutory 42 USC 2168, 10 CFR 1017.11  DOE Order 471.1A [update 6/30/00]	Categories, specific	Designated – Reviewing Officials	Same	Need-to-know	Moderate	Review
DOE	Official Use Only (OOU)	Internal DOE O 471.3 [4/903]	Broad definition Official guidance OR FOIA exemptions	Any employee	Guidance: any employee FOIA: originator	Need-to-know	Moderate	Review
DOI †								
DOJ	Limited Official Use (LOU)	Internal DOJ 2620.7 [9/1/1982, update 5/5/2005]	Broad definition, categories Limitation on abuse	Senior officials / designees	N/A	Need-to-know	Low	Review

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DOJ/ OIP	Request forwarded to DHS							
DOS	WMD / Other Sensitive Homeland Security Info	Internal, 4/4/02 Based on Card Memo	Definition, categories	Originator	No policy	Need-to-know	Moderate	Review Ashcroft Memo: exemptions 2, 4
DOS **	Sensitive But Unclassified (SBU)	Internal 12 Foreign Affairs Manual (FAM) 540 [updated 4/25/02]	Broad categories, examples	Originator	FOIA reviewer	Need-to-know AND Background check	Moderate	Info exempt under FOIA = SBU Review
DOT	Sensitive Security Information (SSI)	Statutory 49 CFR Part 15	Specified categories	Designated senior officials	Secretary, in writing	Need-to-know	Moderate	Exemption 3 GC authorization
EPA	Confidential Agency Information (CAI)	Internal <i>Information Sensitivity Compendium, 7/02</i>	Broad definition Categories/ examples	Originator or info. manager	No policy	Need-to-know	Moderate/ high	Review (maybe exemption 2, 5)
EPA	Confidential Business Information (CBI)	Internal <i>Information Sensitivity Compendium, 7/02</i>	Definition, Categories (FOIA)	Originator or info. manager	No policy	Need-to-know	Moderate/ high	Exemption 4
EPA	Enforcement-Confidential Information (ECI)	Internal <i>Information Sensitivity Compendium, 7/02</i>	Definition, Categories (FOIA)	Originator or info. manager	No policy	Need-to-know	Moderate	Exemption 7
FAA	For Official Use Only (FOUO)	Internal	Definition / FOIA	Senior officials	Originator	Need-to-know	Moderate	Review
FAA	Sensitive Security Information (SSI)	Statutory 49 CFR Part 15	Categories	Secretary [categories] Senior Officials	No policy	Need-to-know	Moderate	No release, Ex. 3
FBI †								
FEMA								
GSA	Sensitive But Unclassified (SBU) Building Information	Internal Public Building Service (PBS) Policy, 3/8/02	Categories, examples	N/A	N/A	Need-to-know	Moderate	Authorization Ashcroft memo
HHS †								

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HUD	No applicable documents							
ICE* †	<b>Sensitive But Unclassified [For Official Use Only] Information</b>	Internal DHS Directive 11042.1 [1/6/05]	Broad definition Categories/ examples	Any employee	Originator OR senior official	Need-to-know	Moderate	Review
NARA	No documents							
NASA	<b>Administratively Controlled Information (ACI)</b>	Internal [11/3/04]	Categories	Senior officials	Originator	Need-to-know	N/A	No disclosure unless clearly in accordance with law – FOIA Review
NAVY †								
NGA	<b>For Official Use Only (FOUO)</b>	Internal [6/2004], references DOD Directive 5200.1	FOIA Exemptions	Any employee	N/A	Need-to-know AND government business	Moderate	Review
NIH	No documents							
NRC	<b>Safeguards Information (SGI)</b>	Statutory Atomic Energy Act 10 CFR 73	Categories with examples	Senior officials or Designated officials	Originator	Need-to-know AND Background check	High	Review
NRC	<b>Official Use Only (OUO)</b>	Internal [12/20/99]	Categories / FOIA	Senior officials (branch chiefs) OR Contractor designee	Originator or originator's supervisor	Need-to-know	Moderate	Review
NRC	<b>Proprietary Information (PROPIN)</b>	Internal [12/20/99]	Categories / FOIA Ex. 4	Senior officials (branch chiefs) OR Contractor designee	Originator	Need-to-know	Moderate	Review / no release under exemption 4
NRC	<b>Sensitive Homeland Security Information (SHSI)</b>	Internal [4/4/02] Complies with DHS proposed regulations	Categories Examples	Designated staff	N/A	Need-to-know	N/A	Review per Ashcroft memo, exemptions 2, 4
NRO	<b>For Official Use Only (FOUO)</b>	Internal [updated 4/14/03]	Categories / FOIA	Any employee	N/A	Need-to-know	Moderate	Review

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NSF	Sensitive Information	Internal Memo 5/11/2000	N/A	Any employee	FOIA officer	Need-to-know	N/A	Review
OMB	No documents							
OPM	No documents							
SBA	No documents							
SEC	No documents							
SSA	No documents							
TRE	Sensitive But Unclassified Information (SBU)	Internal Directive [Card Memo, 4/4/02]	Card Memo	N/A	N/A	Need-to-know	Moderate	Review per Ashcroft Memo, Ex. 2, 4
TSA	Sensitive security info (SSI)	Statutory 49 CFR 1520.5	Categories 1520.7(a)-(r)	Any employee (info in given categories) OR Administrator (other info)	No policy	Need-to-know AND Non-disclosure agreement	Moderate	Review [FOIA officer and SSI Program Office]
TSA	Sensitive But Unclassified [For Official Use Only] Information	Internal DHS Directive 11042.1 [1/6/05]	Broad definition Categories/ examples	Any employee	Originator OR senior official	Need-to-know	Moderate	Review
TSA	Critical Infrastructure Information (CII)	Statutory 6 U.S.C. 131(3), Homeland Security Act						
VET	No applicable documents							

**CHART KEY**

**Policy:** Name/acronym for agency's policy regarding unclassified information that is otherwise protected

**Authority:** Statutory/regulatory or internal authority establishing or updating the policy

**Guidance:** Definition and/or other guidance to be followed by individuals in designating information under the policy

**Designation:** Individual(s) responsible for designating protected information within the agency

**Removal:** Individual(s) responsible for removing the designation of protected information

- Same: the same individual(s) who are allowed to designate protection are able to remove such protection
- Originator: only the specific individual (and in most cases the individual's supervisor(s) or successor) who made the original designation may remove it

**Access:** Qualification(s) for individuals who are authorized to access information protected under the policy

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**Protection:** Degree of protection generally applied to documents/electronic media containing information designated under the policy

**FOIA:** Specific guidelines for treatment of FOIA requests for information protected under the policy

**N/A:** Not available

**No policy:** Based on the information collected, the agency's policy includes no specific guidance on this matter

† The Archive's FOIA request is still pending with this Agency (see processing chart, Appendix III)

\* The information given was not provided by the Agency, but rather is based on our own research or materials submitted by other agencies.

\*\* This Agency provided some information, but none regarding this specific aspect of their policy; the noted information is based on research or inference from other given information.