Controlled Unclassified Information (CUI) replaces Official Use Only, which is no longer permitted for use at Sandia, though you may encounter ‘legacy’ markings. This resource document is for historical purposes only. For more information, see the Sandia CUI homepage.

First, determine if your information is:

**Sandia-owned / Sandia Proprietary**

Then, based on content/sponsor, what type of information it is:

- Employment Related Records
- Confidential Financial/Honeywell International Correspondence
- Procurement Actions
- Legal Records
- Technology Transfer

Such as:
- IP License Agreements
- Protected CRADA Information
- Certain Intellectual Property

**U.S. Government-Owned**

Then, based on content/sponsor, what type of information it is:

- Official Use Only (OUO)
- Unclassified Controlled Nuclear Information (UCNI)
- Safeguards Information (SGI)
- Unclassified Naval Nuclear Propulsion Information

Personally Identifiably Information (PII) can apply to both U.S. Government-owned and Sandia-own information and must include both types of markings.

Exemption 1: Classified Information Only
Exemption 2: Circumvention of Statute
Exemption 3: Statutory Exemption
Exemption 4: Commercial/Proprietary
Exemption 5: Privileged Information
Exemption 6: Personal Privacy
Exemption 7: Law Enforcement
Exemption 8: Financial Institution
Exemption 9: Wells

No longer applicable for DOE or SNL
FOIA exemptions most commonly used at Sandia are 3-7
Do not use exemption 8 at SNL

For information on legacy OUO and the new CUI requirements, visit cui.sandia.gov
**FOIA Exemption**

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<thead>
<tr>
<th>FOIA Exemption</th>
<th>Category Name</th>
<th>What It Protects</th>
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<tbody>
<tr>
<td>Exemption 1</td>
<td>Classified</td>
<td>NEVER used for OUO. It is only used for classified information</td>
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<td>Exemption 2</td>
<td>Circumvention of Statute</td>
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<td>Exemption 3</td>
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<td>Trade secrets, commercial or financial information, if released could impair the government's ability to obtain information in the future</td>
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<td>Exemption 5</td>
<td>Privileged Information</td>
<td>Interagency or intra-agency memos or letters not available by law to a part unless the party is in litigation with the agency</td>
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<td>Exemption 6</td>
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<td>Exemption 7</td>
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<td>Information that if released could endanger the life or physical safety or disclose the techniques and procedures for law enforcement investigations or prosecution</td>
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<td>Exemption 8</td>
<td>Financial Institutions</td>
<td>Evaluation of a financial institution’s stability. Do not use at SNL</td>
</tr>
<tr>
<td>Exemption 9</td>
<td>Wells</td>
<td>Geological and geophysical information and data, resource maps, and new drilling techniques</td>
</tr>
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**Official Use Only (OUO)** - OUO is U.S. Government-owned unclassified controlled information that is exempt from public release under the FOIA (Freedom of Information Act) and has the potential to damage government, commercial or private interests if disseminated to persons without a need-to-know. Members of the workforce should be able to identify which subjects, program, processes, documents, emails, slideshow presentations, faxes, or any other forms within your organization or programs have the potential to include OUO information. Your program's Derivative Classifier should have guides that include OUO topics relevant to your organization's work.

Once a document is identified as OUO, it should be properly marked as OUO and the appropriate FOIA exemption selected and applied to your information.

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