

## MARKING

Violation  
of protection  
requirements for  
**SAFEGUARDS  
INFORMATION**  
subject to **CIVIL  
and CRIMINAL**  
penalties.

The originator marks all documents (including drafts and worksheets) that contain sensitive unclassified information upon origination. Documents should be marked with the overall marking at the top and bottom of the page as shown in the illustration.

The originator may place a cover sheet on an OOU document in lieu of marking it. If a portion of a document (usually a paragraph) contains sensitive unclassified information, clearly mark the portion that contains this information by placing the appropriate abbreviation (OOU, SGI) at the beginning or the end of the paragraph.

The originator annotates disclaimers in the lower left corner of the face document for both Official Use Only and Safeguards Information documents. For further detail, see MD 12.6.

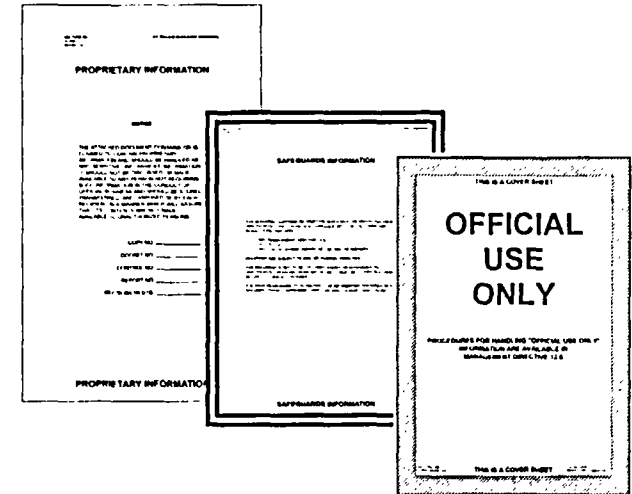
LIMITED  
INTERNAL  
DISTRIBUTION  
PERMITTED

NUREG/BR-0268  
December 1999

For further information  
regarding the handling of  
Sensitive Unclassified  
Information, please

- (1) consult MD 12.6,  
“NRC Sensitive  
Unclassified Information  
Security Program,”
- (2) contact the Information  
Security Branch at  
415-2212, or
- (3) visit our website on  
the NRC Internal  
Home Page at [http://  
www.internal.nrc.gov/  
ADMDFS/dfs.html](http://www.internal.nrc.gov/ADMDFS/dfs.html).

# SENSITIVE UNCLASSIFIED INFORMATION



NRC staff handles three types of  
Sensitive Unclassified Information:

- **Official Use Only (OOU)** concerns agency records, privacy data, and investigative reports, etc.
- **Proprietary Information (PROPIN)** concerns trade secrets, commercial, and financial information.
- **Safeguards Information (SGI)** concerns the physical protection of operating power reactors, spent fuel shipments, or the physical protection of Special Nuclear Material.

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## OFFICIAL USE ONLY INFORMATION (OUO)

The OUO designation applies to unclassified oral or written information authorized to be withheld from public disclosure under the provisions of the Freedom of Information Act and/or Privacy Act. This information requires special handling to ensure only limited internal distribution and no disclosure to the public. Examples include information that is pre-decisional, personal or private, attorney-client, and investigative. See Management Directive 12.6, "NRC Sensitive Unclassified Information Security Program," for details.



Some OUO information is time sensitive, that is, the NRC intends to release it publicly after certain conditions have been met such as official approval or signature of the document or a specific time period that must pass before the information is released.

OUO information should be so marked by the originator or have a cover sheet (NRC Form 190B) placed on top.

### ACCESS TO OUO

While no security clearance is required for access, the recipient must have an official need-to-know.

### TRANSMISSION

OUO documents may be created and transmitted on the NRC LAN within ADAMS. Inside NRC, use a single opaque envelope. Outside NRC, use first class mail.

### STORAGE

OUO information may be stored openly within NRC facilities protected by electronic entry systems (e.g., key cards) or guards. *NRC managers may specify more protection for unusually sensitive information.*

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## PROPRIETARY INFORMATION (PROPIN)

The PROPIN designation applies to unclassified information such as trade secrets, privileged or confidential research and commercial or financial information submitted in confidence to NRC. This information is more fully described in 10 CFR 9.5(a)(4). See MD 12.6 for details.

Individuals who have access to the information must be able to recognize that the information requires some unique handling. To facilitate this recognition, the information should be so marked by the originator and have a cover sheet (NRC Form 190) placed on top.

### ACCESS TO PROPIN

While no security clearance is required for access, the recipient must have an official need-to-know.

### TRANSMISSION

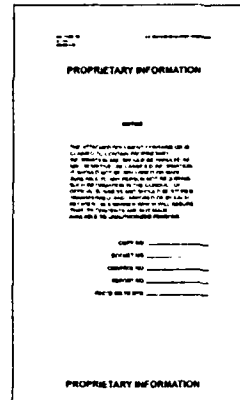
PROPIN documents may be created and transmitted on the NRC LAN within ADAMS. Inside NRC, use a single opaque envelope. Outside NRC, use first class mail.

### STORAGE

PROPIN information may be stored openly within NRC facilities protected by electronic entry systems (e.g., key cards) or guards. NRC managers may specify more protection for unusually sensitive information.

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## SAFEGUARDS INFORMATION (SGI)

The SGI designation applies to unclassified information considered to be protected pursuant to Section 147 of the Atomic Energy Act of 1954, as amended, and in accordance with 10 CFR Part 73 and MD 12.6.

While SGI is considered to be Sensitive Unclassified Information, its handling and protection more closely resemble the handling of classified CONFIDENTIAL information than other sensitive unclassified information.

Like other sensitive unclassified information, SGI must be marked in order to facilitate its recognition. This includes portion-marking the document as well as marking the overall document. Use of the Safeguards Cover Sheet (NRC Form 461) permits easy recognition.

### ACCESS TO SGI

While no security clearance is required for access, the recipient must have an official need-to-know.

### TRANSMISSION

Unlike other Sensitive Unclassified Information, SGI may not be created on the NRC LAN within ADAMS. Specific procedures for processing SGI are in NUREG/BR-0168, Rev. 2. Inside NRC, use a single opaque envelope. Outside NRC, use two opaque envelopes, mark the inner envelope as SGI, and use first class mail.

### STORAGE

SGI must be stored, when not in use, in a GSA-approved security container or at a minimum in a file cabinet with locking bar and padlock with a changeable combination.

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