# CUI Decontrol and Destroy Workplace Reference

Reference the Short to help you create your own CUI workplace reference for decontrolling and destroying CUI.

## CUI Component Program Manager (CPM)

| **Ask yourself** | **Your response** |
| --- | --- |
| Who is your DOD CUI Component Program Manager (CPM)? |  |
| What is their contact information? |  |

## Destroying CUI

| **Ask yourself** | **Your response** |
| --- | --- |
| What are your agency’s specific requirements for destroying CUI in the workplace?  (Processes, SOPs, equipment labels, etc.) |  |
| If directed, where would you take paper CUI to be destroyed? |  |
| If directed, where would you take electronic CUI to be destroyed? |  |
| Does your agency consolidate CUI, and if so, what procedures are in place to protect, account for, and track consolidated CUI until it is destroyed/recycled? |  |
| What are your agency’s records management requirements before destroying CUI? |  |

## Decontrolling CUI

| **Ask yourself** | **Your response** |
| --- | --- |
| What are your agency’s specific requirements for decontrolling CUI in the workplace? |  |
| What are your agency’s specific processes for public release of CUI? |  |
| What are your agency’s records management requirements before decontrolling CUI? |  |