

**3.14-5 Sensitive Unclassified Information (SUI) (April 2003)**

(a) Sensitive information shall be restricted to specific contractors who:

- (1) have a need to know to perform contract tasks;
- (2) meet personnel suitability security requirements to access sensitive information; and
- (3) successfully complete a non-disclosure agreement (NDA).

(b) The contractor shall develop and implement procedures to ensure that sensitive information is handled in accordance with FAA requirements and at a minimum, will address:

- (1) steps to minimize risk of access by unauthorized persons during business and non-business hours to include storage capability;
- (2) procedures for safeguarding during electronic transmission (voice, data, fax) mailing or hand carrying;
- (3) procedures for protecting against co-mingling of information with general contractor data system/files;
- (4) procedures for marking documents with both the protective marking and the distribution limitation statement as needed;
- (5) procedures for the reproduction of subject material;
- (6) procedures for reporting unauthorized access; and
- (7) procedures for the destruction and/or sanitization of such material.

(End of clause)