Printed CUI Local Inventory

This inventory is used to track printed CUI documents.

1. **Document Title** – This is the title of the CUI document printed.
2. **Printed Document Unique Numerical Identifier** – This is a numerical identifier (number) assigned by the end user who printed it to track the specific printed CUI document. The numerical identifier must be unique to the specific printed document for tracking purposes. Different copies of the same document will have different numerical identifiers. Organizations are free to come up with their own numerical identifier numbering schemes.
3. **Date Printed** – This is the date the document was printed.
4. **Custodian** – This is the individual who will be primarily responsible for the safeguarding and lifecycle of the printed CUI document. Most commonly it will be the individual who printed the document.
5. **Storage Location** – This is the location where the printed CUI document will be primarily stored. Most commonly it will be in a drawer belonging to the custodian, when in a controlled environment such as a secured corporate office.
6. **Shredded Date** – This is the date when the document was shredded. Depending on the capabilities of the shredder, documents may need to be both shredded and subsequently burned to fulfil the government's destruction requirements.
7. **Burned Date** – This is the date when the document was burned. This is only a requirement if a shredder does not meet the government standards for shredding.

Document title	Printed Document Unique Identifier	Date Printed	Custodian	Storage Location	Shredded Date	Destroyed Date
