



CUI

Transfer of Security Container

Department of Commerce

Container Serial Number: _____

Program Office: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Container Type: ☐ Safe ☐ Vault ☐ Other

Container to be transferred for the following reason:

☐ Transferred to Excess☐ Transferred to Another Program☐ Transferred to Another Individual Within the Same Program

If transferred to another program or individual provide the following:

Custodian: _____

Program: _____

Address: _____

City: _____

State: _____

Zip Code: _____

OFFICE OF SECURITY USE ONLY

I certify that each drawer of the container has been removed from the GSA Approved Security Container (Container) as applicable, inspected and that all contents to include classified information has been removed. Out of Service combination of 50-25-50 or new combination if being placed into use has been set for the inspected Container. Once set to default, if the lock is a [X-09](#), [X-10](#), [S&G 2740](#) or [S&G 2740B](#) it must be removed and retained by a federal employee and turned to the Information Security Division (OSY_NSI@doc.gov) if being excessed. Status, location and/or Custodian has been updated in Security Manager.

Duty Position: _____

Name: _____

Email: _____

Signature: _____

Date (mm/dd/yyyy): _____

Note: This form serves as record to indicate that a Container has been verified to be cleared of Classified National Security Information (CNSI). If it is determined subsequent to the completion of this form, that the Container is required to store CNSI, the [Field Servicing Security Office](#) or appointed designee must be contacted before CNSI is placed in the Container. Any Container with a change in status, custodian or moved must be updated in Security Manager.

All inspections and maintenance must be recorded on [Optional Form 89](#), Maintenance Record for Security Containers/Vault Doors, submitted to OSY_NSI@doc.gov and a copy maintained in the Container or Vault Door. For transfer to excess, a copy must be affixed to the exterior of the Container or Vault Door. These requirements are in accordance with [32 CFR Part § 2001.43](#) [Storage \(c\) \(2\)](#) and [FED-STD-809E](#).

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