

# RADIO STATION PUBLIC INSPECTION FILE CHECKLIST

## **PAPER PUBLIC FILE LOCATION & ACCESSIBILITY**

- For stations that are not Top 50 market commercial stations with 5 or more full time employees, all contents of the public inspection file must be located until March 1, 2018, at the station's main studio, unless such a station opts to fully convert to online system early. After March 1, 2018, only pre-March 1 political and all back-up political file materials must be located at the station's main studio.
- For Top 50 market commercial stations with 5 or more full time employees, as of June 24, 2016, only pre-June 24 political and back-up political file materials must be located at the main studio.
- If documents are maintained in a computer database, a computer terminal must be available at the location of the public file.
- File must be available during regular business hours. Appointments cannot be required.
- Only stations with a main studio located outside the city limits of the community of license are required to honor telephone requests for information; mailing area limited to local service area; political file material exempt.
- Photocopying must be available for the public. Stations can charge reasonable photocopying fees. Must provide copies within 7 days.
- Stations may require personal identification of individuals inspecting paper public file materials, but may not require that persons identify their organization or the reason for the inspection.

## **CONTENTS OF THE PUBLIC FILE**

### **Station Authorizations (FCC Imports Some; Station Uploads Some)**

- Current FCC authorizations to construct or operate the station. Main station license imported by FCC; STAs uploaded by station.
- All documents relating to current FCC authorizations.
- Remove all authorizations and documents except those relating to the current authorization.

### **Applications and Related Materials (FCC Imports)**

- Applications tendered for filing with the FCC.
- All documents relating to applications tendered for filing, including Initial Decisions and Final Decisions.
- If any petitions to deny have been filed against an application, there must be a statement regarding those petitions.
- Keep applications granted pursuant to a waiver for as long as the waiver is in effect.
- Keep applications granted for a shortened term until final action has been taken on the application filed immediately following the shortened term.
- Remove any other applications and materials relating to any application on which final action has been taken.

### **Citizen Agreements (Station Uploads)**

- Copies of any written agreements between the station and one or more citizens or citizen groups entered into for non-commercial purposes.
- Remove any agreement where the term of that agreement has expired.

### **The Public and Broadcasting Manual (Link Provided by FCC on Initial Page of Online Public File)**

- Copy of the latest version (July 2008) of the FCC manual titled "*The Public and Broadcasting.*"

### **Contour Maps (FCC Imports)**

- Check the map provided by the FCC in your online public file.
- If the contour map imported by the FCC is not correct, upload correct contour map into "Authorizations" folder and notify your legal counsel or the FCC that the contour map imported by the FCC was incorrect.

### **Ownership Reports (FCC Imports) and Related Materials (Station Uploads)**

- Copy of the most recent, complete ownership report filed with the FCC.
- Copies of materials related to the ownership report.
- Copies of or an up-to-date list of contracts listed in the ownership report. A list is contained in the ownership reports, but stations must take care to maintain a current list in the file.
- Remove any documents that do not relate to the current ownership report.

### **Political File & Sponsorship Identification Lists (Station Uploads)**

- Records concerning requests to purchase broadcast time by a legally qualified candidate or that communicate a message relating to any political matter of national importance.
- Stations must maintain a “back up” copy of such records at the main studio in the event the online public file becomes unavailable.
- Such records must contain the following information: (A) whether the request to purchase broadcast time is accepted or rejected by the station; (B) the rate charged for the broadcast time; (C) the date and time on which the advertisement is aired; (D) the class of time that is purchased; (E) the name of the candidate to which the advertisement refers and the office to which the candidate is seeking election, the election to which the advertisement refers, or the issue to which the advertisement refers (as applicable); (F) in the case of a request made by, or on behalf of, a candidate, the name of the candidate, the authorized committee of the candidate, and the treasurer of such committee; and (G) in the case of any other request, the name of the person or entity purchasing the time, the name, address, and phone number of a contact person for such purchaser, and a list of the chief executive officers or members of the executive committee or of the board of directors of such purchaser.
- Lists of chief executive officers or members of the executive committee or of the board of directors of all entities that pay for or furnish broadcast matter that involves political issues or controversial issues of public importance (non-federal third-party ads).
- Remove these records after a period of two years.

### **EEO (FCC Imports Some; Station Uploads Some)**

- EEO Public File Report (due every year at license renewal date) – uploaded by station.
- EEO Audit Materials – uploaded by station.
- FCC Form 396 (filed with renewal application) – imported by FCC.
- FCC Form 397 (filed at midway point of license term) – imported by FCC.
- Remove all materials that do not relate to the present term of the station’s broadcast license.

### **Material Relating to FCC Investigation or Complaint (FCC Imports Some and Station Uploads Some)**

- Copy of all material relating to any matter that is the subject of an FCC investigation or complaint to the FCC. Viewer correspondence that is not the subject of an FCC investigation does not need to be uploaded, but instead maintained in the correspondence file.
- Remove material from this folder only if the station has been notified in writing that certain material may be discarded.

### **Local Public Notice Announcements (Station Uploads)**

- When the station airs license renewal pre-filing and post-filing announcements, the station must upload to the public file (within 7 days of the last broadcast of the announcement) a certification of compliance with the public notice requirement.
- Remove statements when final action has been taken on the renewal application to which a certifying statement refers.

### **Radio Issues/Programs Lists (Station Uploads)**

- For each calendar quarter, lists of programs that have provided the station’s most significant treatment of community issues with a brief narrative describing what issues were given significant treatment and the programming that provided this treatment. Lists must be placed in the file by the tenth day of the succeeding calendar quarter.
- Remove all issues/programs lists that do not relate to the present term of the station’s broadcast license.

### **Radio Time Brokerage Agreements (Station Uploads)**

- Only commercial stations.
- A copy of every agreement or contract involving time brokerage of the station or of another broadcast facility by the station. Confidential or proprietary information may be deleted.
- Remove any time brokerage agreements where the term of that agreement has expired.

### **Radio Joint Sales Agreements (Station Uploads)**

- Only commercial stations.
- Copies of every agreement for the joint sale of advertising time involving the station.
- Remove each agreement after its term has expired.

### **Donor Lists (Station Uploads)**

- Only non-commercial stations.
- Lists of donors supporting specific programs.
- Remove all donor lists that have been in the file for over 2 years from the date of the broadcast of the specific program supported.

### **Information on Third-Party Fundraising (Station Uploads)**

- Only **non-CPB** non-commercial stations.
- Records relating to on-air fundraising activities for the benefit of third-party non-profit entities. Such records must include: (i) date, time, and duration of the fundraiser; (ii) the type of fundraising activity; (iii) the name of the non-profit organization benefitted by the fundraiser; (iv) a brief description of the specific cause or project, if any, supported by the fundraiser; and, (v) to the extent that the station participated in tallying or receiving any funds for the nonprofit group, an approximation of the total funds raised.
- Records must be uploaded into the file by the tenth day of the calendar quarter following the quarter in which such fundraising activities were conducted and retained for at least the duration of the license term.