

(1) WELCOME TO OUR PUBLIC FILE

While not required by law, this "Welcome" folder contains copies of the information necessary to process any type of public file inquiry, i.e., in person, by telephone, fax, mail or E-mail. It is prepared to contain all the information necessary to properly handle any public file inquiry, even in the absence of appropriate management personnel. Completed copies of these information sheets are not to be retained as part of the file available to the public.

(2) APPLICATIONS – Retain until acted upon by the commission.

Does the public file contain copies of all applications, exhibits, letters, initial and final decisions in hearing cases, and other documents pertaining to the station that were filed with the Commission and that are open for public inspection at the FCC? This includes applications granted pursuant to a waiver. [See §73.3526(e)(2) or §73.3527(e)(2)]

(3) AUTHORIZATION – Retain while in effect.

A copy of the current FCC authorization (license) to construct or operate the station is to be maintained in the public file. [See §73.3526(e)(1) or §73.3527(e)(1)]

(4) CITIZEN AGREEMENTS – Retain while in effect.

Commercial stations: Are copies of all citizen agreements maintained in the file for the term of the agreement? [See §73.3526(e)(3)]

(5) CONTOUR MAPS

Is a copy of any service (coverage) contour maps, submitted with any application tendered for filing with the FCC, together with any other information in the application showing service contours, and /or main studio and transmitter location in the file? [See §73.3526(e)(4) or §73.3527(e)(3)]

RETENTION: Station's contour maps are retained for as long as they reflect current, accurate information.

(6) OWNERSHIP REPORTS

For station licensees who are not sole proprietorships, does the public file contain copies of the bi-annual ownership reports and supplemental ownership reports filed with the Commission, including all exhibits, letters and other documents associated with these filings? [See §73.3526(e)(5), §73.3527(e)(4) and §73.3615]

OWNERSHIP INFORMATION: For non-commercial stations, does the ownership information on file with the Commission reflect the current ownership (board members, officers etc.) of this station? [See §73.3527(e)(4) and §73.3615(d,e & f)]

CONTRACTS: For all stations, does the public file contain either a copy of the contracts listed in the latest ownership reports or an up to date list of such contracts for as long as they are in effect? [See §73.3526(e)(5), §73.3527(e)(4) and §73.3615(a)(4)(i) and §73.3615(d)(3)]

RETENTION: Ownership reports are retained until a new complete ownership report is filed with the FCC with a copy placed in the public inspection file. [See §73.3526(e)(5) or §73.3527(e)(4)]

(7) POLITICAL FILE – Retain for two years

Does the licensee have a complete record of all requests for broadcast time made by or on behalf of candidates for public office, together with an appropriate notation showing the disposition made by the licensee, of such requests, and the charges made, if any, if the request was granted? (use NAB Fm Item 4046) [See §73.1943 and either §73.3526(e)(6) or §73.3527(e)(5)]

FREE POLITICAL TIME: If free time was provided for use by or on behalf of such candidates, has a record of the free time that was provided been placed into the file? [See §73.1943 and either §73.3526(e)(6) or §73.3527(e)(5)]

(8) NON-CANDIDATE ISSUE ADVERTISEMENTS – Retain for two years

This folder should include a completed NAB form PB-15 ISSUES (Item #4046A) for each request for this type of station time. While yet to be defined under FCC regulations, this item serves to indemnify stations who choose to carry or reject such advertising requests. The forms are available at nominal cost from the National Association of Broadcasters, 1771 N. Street, NW, Washington, DC 20036-2891 or call 800-368-5644 or 202-429-5373.

(9) EEO FILE – Retain until grant of the next renewal or license agreement

For this Public File Folder the following items are to be maintained:

- Job Titles of all full-time hires;
- Name, address, contact person and phone number of each recruitment source, i.e., schools, broadcaster's associations, professional organizations etc. that have been used to fill each vacancy. These include those organizations entitled to automatic notifications.
- The recruitment source that referred each full-time person hired;
- Total number of persons interviewed for each full-time vacancy;
- Number of persons interviewed referred by each recruitment source;
- A list and description of all outreach initiatives undertaken (job fairs, etc.) undertaken during the past year.

Personal identification of employee applicants, current employees and employee evaluations are not required and should never be placed in this public file folder. (Stations are encouraged to obtain a primer on current <non public file> EEO/FCC requirements that involve initiatives, notifications, recruitment policies and other areas. One excellent such primer is available at www.wcsr.com entitled "EEO Regulations for Broadcasters – A Primer on Current FCC Requirements")

(10) PUBLIC AND BROADCASTING

Does the station file have a copy of the most recent version of the manual entitled "The Public and Broadcasting" available in the file at all times? [See §73.3526(e)(8) or §73.3527(e)(7)]

(11) LETTERS FROM THE PUBLIC – Retain for three years from date received

For commercial stations, does the licensee retain all written comments and suggestions received from the public, including E-mail, regarding operation of their station unless the writer requested that the correspondence not be made public or the licensee believed that it must be excluded because of the nature of its content, such as a defamatory or obscene letter? E-mail copies may be kept either on the computer or on paper. [See §73.1202 and §73.3526(e)(9)]

(12) INVESTIGATIVE MATERIAL

Does the station have any material having a substantial bearing on a matter that is the subject of an FCC investigation or complaint to the FCC of which the licensee has been advised? [See §73.3526(e)(10) or §73.3527(e)(11)]

RETENTION: Retained until the licensee is notified in writing to discard the material. [See §73.3526(e)(10) or §73.3527(e)(11)]

(13) ISSUES-PROGRAM LISTS – Retain for term of license

Has the licensee maintained a list of programs that have provided the station's most significant treatment of community issues during the preceding calendar quarter? [See §73.3526(e)(11)(i) or §73.3527(e)(8)]

FILED QUARTERLY: Was the issues-programs list filed by the tenth day of the succeeding calendar quarter, e.g., January 10, April 10, July 10 and October 10? [See §73.3526(e)(11)(i) or §73.3527(e)(8)]

NARRATIVES: Do the issues-programs list include a brief narrative describing what issues were given significant treatment and the programming that provided this treatment? [See §73.3526(e)(11)(i) or §73.3527(e)(8)]

DESCRIPTIONS: Does the description of the programs include at a minimum the time, date, duration and title of each program in which the issue was treated? [See §73.3526(e)(11)(i) or §73.3527(e)(8)]

(14) DONOR LISTS

Non-commercial stations: Does the licensee maintain a list of donors supporting specific programs? [See §73.3527(e)(9)]

RETENTION: Does the licensee retain such donor list(s) for a period of two years? [See §73.3527(e)(9)]

(15) TIME BROKERAGE AGREEMENTS

For commercial stations, does the public file contain a copy of every agreement or contract involving time brokerage for the licensee's station, or of another station by the licensee? Confidential or proprietary information may be removed. [See §73.3526(e)(14)]

RETENTION: Are these records maintained as long as the contract or agreement is in force? [See §73.3526(e)(14)]

(16) LOCAL ANNOUNCEMENTS

Was the statement certifying compliance with the local public notice filing announcements placed into the file within 7 days of the last day of the broadcast of such announcements? [See §73.3526(e)(13), §73.3527(e)(10) and §73.3580(h)]

RETENTION: Was the statement certifying compliance with §73.3580(h) retained until final action is taken on the application to which it refers to? [See §73.3526(e)(13) or §73.3527(e)(10)]