

## Public Inspection File Requirements and Retention Periods

STATION CALL SIGN: \_\_\_\_\_ LICENSE TERM BEGAN: \_\_\_\_\_

DATE OF REVIEW: \_\_\_\_\_ CONDUCTED BY: \_\_\_\_\_

DOCUMENT	ON THE WEB?	SCAN OR LINK?	RETENTION PERIOD	
1. <b>Authorizations</b> A copy of a station's current license and/or construction permit, as well as any other documents necessary to reflect any modifications or conditions that the Commission has placed on the station's authorization.	YES	SCAN	Until replaced by a new authorization and any related material.	<input type="checkbox"/>
2. <b>All Applications and Related Material,<sup>1</sup> including those for:</b>	YES	LINK	Until the application has been granted, denied or dismissed, and the FCC's action has become "final" (i.e., no longer subject to administrative or judicial review).  An application granted pursuant to a waiver must be retained for as long as the waiver remains in effect.	<input type="checkbox"/>
A. <b>Construction Permit for New Station</b> (Form 301)	YES	LINK	Until the application has been granted, denied or dismissed, and the FCC's action has become "final" (i.e., no longer subject to administrative or judicial review).	<input type="checkbox"/>
B. <b>License Renewal</b> (Forms 303-S & 396 "EEO Program Report")- including certification of date, time and text of pre-filing and post-filing announcements.	YES	LINK	Until the application has been granted, denied or dismissed, and the FCC's action has become "final" (i.e., no longer subject to administrative or judicial review).	<input type="checkbox"/>
C. <b>Assignment or Transfer of Control</b> (Forms 314 or 315 (including Form 396-A "Model EEO Program Report"), or 316)	YES	LINK	Maintained by the Assignor until consummation; maintained by the Assignee upon notice of consummation filed with FCC. Assignment or transfer applications granted pursuant to a waiver must be retained for as long as the waiver remains in effect.	<input type="checkbox"/>

<sup>1</sup> Related Material includes:

- All letters, exhibits, and other documents submitted with the application;
- All amendments to the application;
- All correspondence between the FCC and the applicant concerning the application;
- All documents incorporated by reference in the application;
- All service contour maps and information showing the main studio and transmitter location (other engineering material submitted with an application need not be placed in the public file);
- All copies of certification of broadcast and publication of filing announcements (as required); and
- Initial Decisions and Final Decisions in hearing cases.

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D. <b>Construction Permit for Major Change</b> (Form 301)	YES	LINK	Until the application has been granted, denied or dismissed, and the FCC's action has become "final" (i.e., no longer subject to administrative or judicial review).	<input type="checkbox"/>
E. <b>All Other Applications Filed With the FCC</b>	YES	LINK	Until the application has been granted, denied or dismissed, and the FCC's action has become "final" (i.e., no longer subject to administrative or judicial review).	<input type="checkbox"/>
F. <b>Petitions to Deny</b> A statement that a petition to deny has been filed regarding an application shall be maintained in the file, along with the name and address of the party filing the petition.	YES	SCAN	Until the application has been granted, denied or dismissed, and the FCC's action has become "final" (i.e., no longer subject to administrative or judicial review).	<input type="checkbox"/>
3. <b>Contour Maps</b> Service contour maps submitted with any application, together with any other information in the application showing service contours and/or main studio and transmitter location.	YES	SCAN	For so long as the maps and other information reflect current, accurate information regarding the station.	<input type="checkbox"/>
4. <b>Ownership Information</b> A. <b>Ownership Report</b> The most recent complete Ownership Report and Related Material filed for the station, and all certifications of no change.	YES	SCAN	Until replaced by a new complete report.	<input type="checkbox"/>
B. <b>Contracts Relating to Ownership or Control of the Licensee Which are Filed With the FCC</b> E.g., Articles of Organization, Bylaws, Management Agreements, or loan documents restricting licensee's freedom of operation, to be kept <u>either</u> as a list of such documents in the file, a copy to be provided upon request within 7 days, or as copies of the actual documents.	YES	N/A (if already incl. in FCC Form 323)	For so long as the contract is in effect.	<input type="checkbox"/>

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<p>5. <b>Agreements with Citizens' Groups</b> Written agreements with citizens or citizens' groups entered into primarily for non-commercial purposes and dealing with goals or proposed practices in some way affecting station operation in the public interest (e.g., community ascertainment, programming, employment).</p>	YES	SCAN	For so long as the agreement remains in effect, including any renewal or extension.	<input type="checkbox"/>
<p>6. <b>A. Political File.</b> A complete and orderly record of all requests for broadcast time (1) made by or on behalf of candidates for public office, (2) that "communicate a message relating to any political matter of national importance," including any issue advertisements, or (3) that refers to a legally qualified candidate or to any election for federal office must be maintained. For each request, the file must contain:</p> <ul style="list-style-type: none"> <li>▪ a notation of the disposition of the request;</li> <li>▪ a schedule of the advertising or program time provided;</li> <li>▪ the charges made for any time sold or a record of any free time provided;</li> <li>▪ the class of time sold;</li> <li>▪ the dates and times each spot actually aired;</li> <li>▪ documentation of any rebates paid;</li> <li>▪ the name of the candidate to which the communication refers and the office to which the candidate is seeking election or the issue to which the communication refers; and</li> <li>▪ the name of the purchaser, the name, address and phone number of a contact person for the purchaser, and a list of the chief executive officers, board of directors, or members of the executive committee of the purchaser. (If the purchaser is a candidate, the name of the treasurer of the candidate's authorized committee must also be listed.)</li> </ul>	NO <sup>2</sup>	N/A	2 years from date of election.	<input type="checkbox"/>
<p><b>B. Sponsors of Controversial Programming</b> A list of the chief executive officers, members of the executive committee or the board of directors of any corporation, committee, association, or unincorporated group paying for or furnishing to the station broadcast material which is political or involves the discussion of a controversial issue of public importance.</p>	NO	N/A	2 years from the date of receipt.	<input type="checkbox"/>
<p>7. <b>"The Public and Broadcasting - A Procedure Manual"</b> The 1999 edition (as it may be updated) must be kept in the public file and a copy of the guide must be provided free of charge by the station to any requesting party.</p>	YES	LINK	Indefinitely.	<input type="checkbox"/>

2 Although this information is not required to be posted online, we will include a statement entitled "NOTE CONCERNING POLITICAL MATERIAL" that will say "Information concerning [CALL SIGN]'s broadcast of political and controversial issue material is available for inspection without appointment during normal business hours at the station's main offices, [ADDRESS]."

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<p>8. <b>Letters and E-Mail from the Public</b>  Letters, written comments, electronic messages transmitted via the Internet, e-mail messages sent to an advertised address or to station management, and suggestions (including anonymous letters), received from members of the public concerning the station's operation and the licensee's programming efforts.</p> <p>Note: You may exclude letters of an internal or business nature, obscene and defamatory letters, and written comments or suggestions made by a person who has specifically requested that the letter not be made available for public inspection; e-mail may be kept in a computer file if the station provides the public access via a computer terminal or by providing a computer diskette upon request.</p>	YES	COPY – SEE NOTE AT RIGHT	3 years from the date on which the letter or message was received.  Note: The website public file is required to include <u>only</u> emails that are sent to a publicly advertised email address or to station management by a member of the public, subject to the limitations described at left.	<input type="checkbox"/>
<p>9. <b>Quarterly Issues/Programs List</b>  Must be placed in the file within ten days of the end of each quarter (i.e., by January 10 for the preceding October-December; April 10 for January-March; July 10 for April-June; and October 10 for July-September).  The program lists shall include a brief narrative describing what issues were given significant treatment and the programming that provided this treatment including the time, date, duration and title of each program in which the issue was treated.</p>	YES	SCAN (LINK ONCE 355 IS USED)	Until the station's next renewal application has been granted, denied or dismissed, and the FCC's action has become "final" -- i.e., no longer subject to administrative or judicial review.	<input type="checkbox"/>
<p>10. <b>Children's Programming:</b> These materials must be kept separately from other materials in the public inspection file.</p> <p><b>A. Children's Television Programming Reports</b> (Form 398) must be filed on a quarterly basis (i.e., by January 10 for the preceding October-December; April 10 for January-March; July 10 for April-June; and October 10 for July-September). In the reports, stations must detail efforts made during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children.</p>	YES	LINK	Until the station's next renewal application has been granted, denied or dismissed, and the FCC's action has become "final" -- i.e., no longer subject to administrative or judicial review.	<input type="checkbox"/>
<p><b>B. Documentation of compliance with the children's commercial limits.</b> This documentation must be sufficient to substantiate certification of compliance with the children's programming commercial limits and must be filed quarterly (i.e., by January 10 for the preceding October-December; April 10 for January-March; July 10 for April-June; and October 10 for July-September).</p>	YES	SCAN	Until the station's next renewal application has been granted, denied or dismissed, and the FCC's action has become "final" -- i.e., no longer subject to administrative or judicial review.	<input type="checkbox"/>
<p>11. <b>Local Public Notice Announcements</b>  Statement certifying compliance with the rules regarding the broadcast of the local public notice of filing announcements associated with a renewal of license.</p>	YES	SCAN	Until the station's renewal application has been granted, denied or dismissed, and the FCC's action has become "final" -- i.e., no longer subject to administrative or judicial review.	<input type="checkbox"/>

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<p>12. <b>Must-Carry or Retransmission Consent Election</b> Statement of election with respect to how the station wishes to be carried on a cable TV system, and, as necessary, a satellite TV system, i.e., the retransmission or must-carry election.</p>	YES	SCAN	For the 3 year election period to which the statement applies	<input type="checkbox"/>
<p>13. <b>Equal Employment Opportunity File</b> <b>A. EEO Program Report (FCC Form 396)</b> must be placed in the public inspection file at license renewal. All stations must complete this report.</p>	YES	SCAN	Until the station's next renewal application has been granted, denied or dismissed, and the FCC's action has become "final" -- i.e., no longer subject to administrative or judicial review.	<input type="checkbox"/>
<p><b>B. EEO Public File Report</b> must be placed in the public inspection file and on station's web site on each anniversary date of the filing of the station's license renewal application. This report must contain the following information: (1) a list of all full-time vacancies filled by the station employment unit during the preceding year, identified by job title; (2) for each such vacancy, the recruitment source(s) used to fill the specific vacancy (including organizations entitled to notification of vacancies pursuant to 73.2080(c)(1)(ii), which should be separately identified), including the address, contact person, and telephone number of each source; (3) a list of the recruitment sources that referred the people hired for each full-time vacancy; data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and, for each recruitment source used in connection with any such vacancies, the total number of interviewees referred by that source; and (4) a list and brief description of the 73.2080(c)(2) menu options implemented during the preceding year.</p>	YES	SCAN	Until the station's next renewal application has been granted, denied or dismissed, and the FCC's action has become "final" -- i.e., no longer subject to administrative or judicial review.	<input type="checkbox"/>
<p><b>C. Broadcast Mid-Term Report (FCC Form 397)</b> must be completed by all stations and placed in the public file on the fourth anniversary of the license renewal application date. Employment units with fewer than ten employees only need to certify their small station exempt status.</p>	YES	SCAN	Until the station's next renewal application has been granted, denied or dismissed, and the FCC's action has become "final" -- i.e., no longer subject to administrative or judicial review.	<input type="checkbox"/>
<p>14. <b>Television Time Brokerage Agreements</b> A copy of all agreements for the sale of discrete blocks of airtime to a broker that supplies the programming and commercial spot announcements to fill that period of time, with confidential or proprietary information redacted where appropriate. Stations must also keep a copy of agreements involving the time brokerage of any other station by the licensee regardless of whether the agreement involved stations in the same or different markets.</p>	YES	SCAN	For the term of the contract.	<input type="checkbox"/>

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<p>15. <b>Material Related to FCC Investigations or Complaints</b>  Material having a substantial bearing on a matter which is the subject of an FCC investigation or complaint involving the applicant, permittee, or licensee. (Stations are not required to retain materials related solely to private disputes not involving the FCC.)</p>	YES	SCAN	Until the applicant, permittee, or licensee has been advised in writing by the Commission that the material may be discarded.	<input type="checkbox"/>
<p>16. <b>Joint Sales Agreements</b>  A copy of all agreements for the joint sale of advertising time involving the station, with confidential or proprietary information redacted where appropriate.</p>	YES	SCAN	For the term of the contract.	<input type="checkbox"/>
<p>17. <b>DTV Notices to Medical Facilities</b>  Copies of notifications to medical facilities required by condition of your DTV construction permit prior to commencing DTV equipment tests.</p>	YES	SCAN	For two months after filing DTV license application.	<input type="checkbox"/>
<p>18. <b>Class A TV continuing eligibility (LPTV stations)</b>  Documentation sufficient to demonstrate that a Class A television station is continuing to meet the eligibility requirements set forth at § 73.6001 of the Rules (e.g., broadcast a minimum of 18 hours per day; broadcast a quarterly average of at least three hours of local programming per week and compliance with certain full power TV rules, including rules applicable to the carriage of at least three hours weekly of informational and educational programming designed for children 16 and under and limitations on the amount of commercial programming contained within programming designed for children 12 and under.</p>	YES		Indefinitely, and updated as necessary.	<input type="checkbox"/>