
Special Advisory for Commercial and Noncommercial Broadcasters: Radio and Television Station Public Inspection File Requirements

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This Advisory is designed to aid commercial, as well as noncommercial educational, radio and television station broadcasters in complying with the FCC's public inspection file rules. See 47 C.F.R. §§ 73.3526 and 73.3527. This Advisory tracks the public access, content, retention and organizational requirements of those regulations, as well as summarizes the public information requirements mandated by passage of the Bipartisan Campaign Reform Act of 2002. Previous editions of this Advisory are obsolete, and should not be relied upon.

As of the date of this Advisory, the FCC is considering petitions for reconsideration of two new, but not yet effective, regulations that will have an impact on public inspection files maintained by television broadcast stations. One will require every full-power and Class A television station to maintain a duplicate set of virtually the entire contents of their current "paper-based" public inspection files on their websites if they have one. The other new regulation will require such television stations, on a quarterly basis, to complete a new report entitled "Standardized Television Disclosure Form" using new FCC Form 355, to file that report with the FCC, to place a copy of the completed report in the station's public inspection file, and to post the report on the station's website if it has one. As mentioned, neither of these two new requirements is legally effective at this time. It should be noted that representatives of the broadcast industry are challenging both requirements. Thus, it is not possible to predict the outcome of those challenges. Accordingly, stations should evaluate what steps they may need to take to come into compliance at a later date. We intend to update this Advisory if and when either of those two requirements becomes legally effective.

Public Access to the Public Inspection File

The FCC requires every applicant, permittee, and licensee of a full-power AM, FM, and TV station or of a Class A TV station to maintain a local public inspection file. The purpose of this file, according to the Commission, is "to make information to which the public already has a right more readily available, so that the public will be encouraged to play a more active part in a dialogue with broadcast licensees." Because the creation of the public file rules is part of the Commission's firm commitment to responsive broadcasting, the importance of broadcaster compliance with these rules cannot be overemphasized. Stations must exercise great care in organizing and maintaining their public inspection files as well as in facilitating public access to those public inspection files. Indeed, the Commission has imposed substantial fines where it has determined that a station's public inspection file lacks the required information.

The public file rules specify that the public inspection file must be kept at a station's main studio. The main studio rule, Section 73.1125 of the FCC rules, provides that stations may locate their main studio at one of the following locations: "(1) within the station's community of license; (2) at any location within the principal community contour of any AM, FM, or TV broadcast station licensed to the station's community of license; or (3) within twenty-five miles from the reference coordinates of the center of its community of license as described in §73.208(a)(1)." Those applying to the FCC for a new station or a change in their community of license must keep their public inspection file at an accessible place in the proposed community of license or at their proposed main studio. No matter where the public inspection file is located, however, it must contain all required documents at that one location.

The public file rules require that the public inspection file be available for inspection during "regular business hours" *including lunch-time hours*. Stations are prohibited from requiring persons seeking access to make a prior appointment or to return at a later time. The Commission has ruled that stations may refuse inspection of their public file *only* "for a limited time during a period of violence or threat of violence."

The FCC permits a station employee to remain in the room where the public file is being inspected to make certain that the file and its contents are not tampered with. The Commission, however, does not allow a station "to harass, intimidate, or otherwise discourage members of the public from inspecting its public files." Therefore, persons seeking access should be served promptly, treated courteously, and provided with a comfortable environment (table and chair) for their inspection. The FCC allows stations to obtain the name and address of any person wishing to inspect the file, but little else. For example, stations may not ask persons inspecting the public file to identify the organization they represent or their reasons for inspecting the public file. If a person refuses to give their identity, stations should probably still afford them access to the public inspection file, but have a station employee remain in the room to insure that the contents of the public inspection file are not tampered with.

If a person wants a copy of material that is in the public inspection file, stations must provide copies of the requested documents either by using the station's own photocopying equipment, or by arranging to have copies made by an outside copy service, provided that this service does not charge more than the "going rate" in the area. In either case, requests for copies must be fulfilled within a "reasonable time," but no longer than seven days after the original request. Stations may require the requesting party to pay the reasonable cost of copying such materials except for "The Public and Broadcasting - How to Get the Most Service from Your Local Station", which must be provided free of charge, and may require guarantee of payment in advance (*e.g.*, by requiring a deposit, obtaining credit card information, or any other reasonable method). Though materials will necessarily be missing from the public inspection file while they are being copied, the Commission has ruled that this is not a violation of its public file rule as long as the materials are returned to the file promptly after the copies are made.

Under the public file rules, applicants, permittees and licensees that maintain their main studios, and thus their public inspection files, outside the station's community of license must accept telephone requests for photocopies of documents in the file, and the station must pay the postage to mail the documents to addresses within the geographic service area of the station. However, the political files of all stations have been excluded from this telephone request requirement.

The public file rules also require that licensees "be prepared to assist members of the public in identifying the documents they may ask to be sent to them by mail, for example, by describing to the caller, if asked, the period covered by a particular report and the number of pages included in the report." To assist these stations in responding to such requests, we have prepared both commercial and noncommercial "Sample Document Lists" as part of this Advisory which can be used as a guide for station staff in answering telephone inquiries. The lists must be tailored to each individual station. Of course, they will need to be updated regularly, as many items in the public inspection file change over time.

We have also drafted two sample notices for those visitors seeking to inspect the public file, and they are included as part of this Advisory. The first notice, entitled "Public Inspection File - Visitors," properly tailored, should be handed to any person seeking to inspect the public file. The receptionist should then contact the appropriate station person to handle the inspection. The second notice, entitled "Public Inspection File—Inspection," should also be given to the visitor as a guide to the organization of the public inspection file and the procedures for reviewing it and making photocopies. These notices are designed to educate both the station staff and visitors as to the appropriate conduct of a public inspection file review. Please note that the notices must be customized for each station.

Contents of the Public Inspection File

We recommend that stations organize the paper file in an orderly, logical fashion that parallels the structure of the public file rules. We have had significant experience with this approach, and clients who have used it have found that FCC inspectors are generally very impressed by it. Also, because the Commission's revisions to the children's programming regulations for commercial stations require that certain quarterly children's programming reports be separated from other material in the file, utilizing this organizational approach ensures that the file meets these separation requirements.

If the public inspection files for several stations are maintained at the same location, each station must maintain a separate public file. By this, it is meant that each station should have the same set of public inspection file folders for each station. If the public inspection file for a cluster of stations is maintained in the same file cabinet, one of the stations may be identified as the "lead" station. The public inspection file for that station would contain documents that are common to all of the other stations in the cluster. For example, if the lead station's Ownership Reports cover the other stations in the cluster, those reports should be placed in the lead station's pertinent file folder for such reports and a single sheet of paper, stating that the "Ownership Reports for this station are located in the public inspection file for Station XXXX," should be placed in the pertinent file folders for the other stations in the cluster.

Under the public file rules, stations have the option of maintaining all or part of the public inspection file in electronic form, such as in a computer database. Stations choosing this option should be careful to clearly state to visitors whether all or part of the public inspection file is maintained electronically, and if only portions are so maintained, to identify which are maintained in hard copy documents and which are maintained electronically. If all or part of the public inspection file is maintained electronically, a computer terminal must be available to any member of the public who wishes to examine the electronic records. The FCC has also encouraged stations to post their public inspection files on their websites.

The listings below outline the materials that the FCC requires stations to keep in their public inspection file. The length of time that the materials must be kept is given under each listing and, when necessary, explanatory notes are given. **It should be noted that in no event are stations required to keep drafts, notes, work papers or similar material used in preparing final documents in the public inspection file. Also, documents and memoranda of an internal nature and communications to and from attorneys or other consultants should not be kept in the file.** Remember that the public inspection file is not intended to be a general file for every piece of paper that remotely involves the station. **The public inspection file should contain exactly what the FCC rule requires it to contain, and nothing more.** This will likely mean that the station will keep a number of "non-public" files related to station operation, including correspondence with attorneys and consultants. It is important not to confuse those files, which are not intended for public examination, with the public inspection file.

The public file rules require that a number of documents be retained in the public inspection file until the Commission takes "final action" in the relevant proceeding. "Final action" is defined as taking place when "that action is no longer subject to reconsideration, review, or appeal either at the FCC or in the courts." Also, where the public file rule requires retention of "all related material," this includes "all exhibits, letters, and other documents tendered for filing with the FCC as part of an application, report, or other document, all amendments to the application, report, or other document, copies of all documents incorporated therein by reference and not already maintained in the public inspection file, and all correspondence between the FCC and the applicant pertaining to the application, report, or other document."

Set forth below are the individual parts of the public file rules. The public file rules vary slightly depending on whether the station is a commercial or noncommercial station. Provided under Heading A immediately below are the commercial public file rules and the noncommercial public file rules follow below under Heading B at page 10. By creating a folder in the public inspection file for each part of the rules, stations can neatly organize and maintain the file with the minimum amount of effort. The files should contain the following:

A. Commercial Broadcast Station Public Inspection File Rule

Section 73.3526(e)(1) (Authorization Folder). A copy of all current FCC authorizations, *i.e.*, licenses, construction permits, special temporary operating authorities and waivers, to construct or operate the station, along with any other documents necessary to reflect changes to the authorization or any conditions that the FCC has placed on the authorizations. Note that this requirement is separate from the requirement that the station post its authorizations at the station's transmitter control point. While the public file rule does not explicitly require the inclusion of authorizations for auxiliary facilities in this portion of the public inspection file, our informal discussions with FCC staff lead us to recommend such inclusion as a prudent course of action.

Retention Period: The current authorizations must be retained until they are replaced by new authorizations, at which time a copy of the new authorization must be placed in the public inspection file and the superseding authorization may be removed.

Section 73.3526(e)(2) (Applications and Related Materials Folder). A copy of any application tendered for filing with the FCC, together with all related material, and copies of Initial Decisions and Final Decisions in cases involving an administrative hearing, as well as a notation regarding any petitions to deny filed against the application, with the name and address of the party that filed the petition.

Note: Any documents or items filed with the FCC which are related to the above applications must be placed in the public inspection file along with the applications themselves. Such related documents

include, but are not limited to, exhibits filed as part of the application, amendments to the application, and subsequent correspondence between the FCC and the applicant concerning the application.

Retention Period: Applications must be retained until final action has been taken, except that applications for a new construction permit or assignment or transfer granted pursuant to a waiver showing shall be retained for as long as the waiver is in effect. License renewal applications which are granted for less than the full license term must be retained until final action has been taken on the license renewal application filed immediately following the short-term renewal.

Section 73.3526(e)(3) (Citizen Agreements Folder). A copy of every written citizen agreement.

Note: A citizen agreement is defined as a written agreement between a broadcast applicant, permittee, or licensee and one or more citizens or citizen groups that is entered for primarily non-commercial purposes. Such agreements are currently very rare.

Retention Period: For the term of the agreement, including any renewal or extension of the agreement.

Section 73.3526(e)(4) (Contour Maps Folder). A copy of the station's current service contour maps submitted as part of any application tendered to the FCC, along with any information from such applications showing the station's main studio and transmitter location.

Retention Period: For as long as the documents reflect current, accurate information regarding the station.

Section 73.3526(e)(5) (Ownership Report Folder). A copy of the most recent, complete ownership report (Form 323) filed with the FCC for the station, together with all related documentary material required to be filed with the FCC pursuant to Sections 73.3613 and 73.3615 of the FCC rules, or an up-to-date list of such contracts. Licensees or permittees that choose to place a list of contracts in their public inspection files must provide a copy of such contracts to requesting parties within seven days.

Retention Period: Until a new, complete superseding ownership report is filed with the FCC, at which time a copy of the new report and any related materials must be placed in the public inspection file. At that point, the report that has been superseded may be removed from the public inspection file.

Section 73.3526(e)(6) (Political File Folder). Records concerning requests for time and dispositions thereof by candidates for public office, in accordance with Section 73.1943 of the FCC's rules.

Note: Such records include (a) a listing of all requests for broadcast time made by or on behalf of candidates for public office, (b) the disposition of each request, (c) if the request was granted, the charges imposed for the broadcast time, and (d) if free broadcast time was provided, a record of such time. For further information and details, please refer to the latest edition of the Communications Practice Section's **Political Broadcasting Advisory**.

Retention Period: Two years marked from the date the document was first placed in the political file.

Section 73.3526(e)(7) (Equal Employment Opportunity File). According to Section 73.2080 (the "EEO Rule") of the FCC's rules station employment units ("SEUs") with 5 or more full-time employees ("Nonexempt SEUs") must, in addition to other obligations spelled out in the EEO Rule, retain certain records as

well as annually, on the anniversary of the date a station is due to file its license renewal application, place in the public inspection files of all stations comprising the Nonexempt SEU, and on the web sites of all such stations, an EEO Public File Report containing the following information (although if a broadcast licensee acquires a station pursuant to FCC Form 314 or 315 during the twelve months covered by the EEO Public File Report, its EEO Public File Report shall cover the period starting with the date it consummated its acquisition of the station):

- i. a list of all full-time vacancies filled by the station's employment unit during the preceding year, identified by job title;
- ii. for each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to paragraph (c)(1)(ii) of section 73.2080, which should be separately identified), identified by name, address, contact person and telephone number;
- iii. the recruitment source that referred the hiree for each full-time vacancy during the preceding year;
- iv. data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
- v. a list and brief description of initiatives undertaken pursuant to paragraph (c)(2) of section 73.2080 during the preceding year. Our **EEO in 2008 and Forward: A Legal Guide to the FCC's EEO Rule and Policies for Broadcasters** contains information to assist stations to comply with the FCC's EEO Rule. The document can be downloaded from our website at www.pillsburylaw.com.

In addition, FCC Form 396 ("Broadcast Equal Employment Opportunity Program Report"), which is required to be filed with the FCC immediately before the station's application for renewal of license is due to be filed, must also be placed in the public inspection file of the station being renewed, irrespective of the number of full-time employees comprising the SEU.

FCC Form 396-A ("Broadcast Equal Employment Opportunity Model Program Report"), which is required to be filed with any FCC Form 301, 314 or 315 application involving an applicant which intends to employ five or more full-time employees, must be placed in the public inspection file for the station or stations which are the subject of the 301, 314 or 315 applications.

FCC Form 397 ("Broadcast Mid-Term Report"), which is due to be filed four years after the due date of the station's last license renewal application by television SEUs with 5 or more full-time employees, and by radio SEUs with 11 or more full-time employees, must be placed in the public inspection files of all stations comprising the SEU which is making the filing.

The obligations of religious broadcasters, as defined in the EEO rule, differ from those of nonreligious broadcasters. Accordingly such stations should review our EEO Manual.

As of the date of this Advisory, there is no requirement that broadcast stations file FCC Form 395-B ("Annual Employment Report") with the Commission. However, the FCC has under consideration (i) a proposal to reinstitute the requirement, (ii) a proposal to extend all aspects of the new EEO Rule to part-time positions, and (iii) various petitions for reconsideration and clarification of the new rule. If the FCC reinstates the Form 395-B requirement, it may require stations to place such reports in their public inspection files and/or on their web sites.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of a standard broadcast license term). Each Annual EEO Public File Report must remain in the public inspection file for such period of time. However, the Annual EEO Public File Report which is posted on the station's web site may be removed when the next Annual EEO Public File Report is so posted.

Section 73.3526(e)(8) ("The Public and Broadcasting: How to Get the Most Service from Your Local Station").

Note: The current edition of the Manual, dated July 2008, is available from the Communications Practice Section. Stations are required to provide a free copy of the Manual to members of the public requesting it.

Retention Period: Until such time as a new version is issued by the FCC

Section 73.3526(e)(9) (Letters and Email from the Public Folder). Letters and email messages received from members of the public, in accordance with Section 73.1202 of the FCC's rules.

Note: The public inspection file must contain all written comments and suggestions received from the public concerning operation of the station. However, obscene and defamatory letters and letters by people who have requested that their comments be kept confidential need **not** be placed in the public inspection file. Nonetheless, based on informal conversations with the Commission's staff, it may be wise to retain such letters in a "non-public" file rather than discard them. If an FCC inspector visits the station, the "non-public" file should be made available to the inspector upon request. The FCC has deleted its requirement that television stations keep letters received from the public sorted into "programming" and "non-programming" categories, so all communications received by television stations may now be kept together in a single folder. The requirement to retain email messages has been revised to exclude the personal email messages to station staff members so that the retention requirement applies only to email messages "sent to a publicly advertised" email address, "or to station management." The station may store emails in a computer or on a computer disk, but must be prepared to make the email immediately available for inspection at the station's main studio upon request by a member of the public by providing either a copy of the disk or access to a computer terminal where the email may be read. There should be a prominent notice in the folder indicating where the email is stored and how it can be accessed.

Retention Period: Three years.

Section 73.3526(e)(10) (Material Related to FCC Investigation or Complaint Folder). Applicants, licensees and permittees are required to retain material relating to any matter which is the subject of an FCC complaint or investigation until such party is notified by the Commission that the material may be discarded.

Retention Period: Indefinite period until the FCC has notified the station that the material may be discarded.

Section 73.3526(e)(11)(i) (Television Issues/Programs List Folder) (TV Stations Only).

Note: A list which, in the exercise of the licensee's good faith judgment, represents approximately five to 10 of the station's most significant treatment of community issues facing the station's service area,

including the programs which the station broadcast during the preceding three-month period to address those issues. Quarterly Issues/Programs Lists must be placed in the public inspection file by January 10 (for the period October through December), April 10 (for the period January through March), July 10 (for the period April through June) and October 10 (for the period July through September) of each year. Each list should have a short narrative statement describing the issues identified by the station and the programming that responded to each issue. Descriptions of programs should include the date, time, duration and title of each program, as well as a brief description. Detailed information regarding the Quarterly Issues/Programs List is available in the Communications Practice Section's **Issues/Programs List Advisory for Broadcast Stations**, which is published quarterly.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of a license term).

Section 73.3526(e)(11)(ii) (Children's Television: Commercial Limits Folder) (TV Stations Only).

Material demonstrating compliance with children's television commercial limits.

Note: Commercial TV stations must include records that are adequate to substantiate that the station complied with the limits on commercial advertisements in children's programming established in 47 U.S.C. Section 303(a) and implemented by 47 C.F.R. Section 73.670 (i.e., 12 minutes per hour on weekdays and 10.5 minutes per hour on weekends). As with the Quarterly Issues/Programs Lists, this material must be placed in the file on January 10, April 10, July 10 and October 10 of each year. Detailed information regarding the commercial limits and the material needed to substantiate compliance is available in the Communications Practice Section's **Children's Programming Documentation Advisory for Television Station Clients**, which is published quarterly.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of the license term).

Section 73.3526(e)(11)(iii) (Children's Television: Programming Reports Folder) (TV Stations Only).

Lists of children's programming responsive to educational and informational needs.

Note: In August 1996, the FCC formalized this recordkeeping requirement with the adoption of the FCC Form 398, which is to be placed in the station's public inspection file on a quarterly basis. FCC Form 398 requests information identifying children's educational and informational programs aired to meet the station's obligations under the Children's Television Act of 1990. FCC Form 398 also requests information on children's educational and informational programs that the station plans to air in the next calendar quarter. According to the FCC, this standardized form facilitates consistency of reporting among licensees, assists in efforts by the public and the FCC to monitor compliance with the Children's Television Act of 1990, and lessens the burden on the public and FCC staff. Electronic submission of the FCC Form 398 became mandatory on January 1, 2001. **Licensees must periodically publicize the existence and location of these reports.** Detailed information regarding the material needed to substantiate compliance is available in the Communications Practice Section's **Children's Programming Documentation Advisory for Television Station Clients**, which is published quarterly.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of the license term).

Section 73.3526(e)(11)(iv) (DTV Transition Education Reports (FCC Form 388) Folder)(TV Stations Only).

Effective March 31, 2008, full-power television stations have been required to engage in a variety of initiatives intended to educate consumers about the February 17, 2009 transition from analog to digital television. As part of that requirement, such stations must, on a quarterly basis, report to the FCC on their consumer education efforts using the Standardized Television Disclosure Report FCC Form 388. Once filed with the FCC, a copy of such report must be placed in the station's public inspection file separate from all other materials. Additionally, the most recently filed FCC Form 388 must also be posted on the station's website if it has one. **Licensees and permittees must periodically publicize the existence and location of these reports.**

Retention Period: One year.

Section 73.3526(e)(12) (Radio Issues/Programs List Folder) (Radio Stations Only).

Note: A list which, in the exercise of the licensee's good faith judgment, represents approximately five to 10 of the station's most significant treatment of community issues facing the station's service area, including the programs which the station broadcast during the preceding three-month period to address those issues. Quarterly Issues/Programs Lists must be placed in the file by January 10 (for the period October through December), April 10 (for the period January through March), July 10 (for the period April through June) and October 10 (for the period July through September) of each year. Each list should have a short narrative statement describing the issues identified by the station and the programming that responded to each issue. Descriptions of programs should include the date, time, duration and title of each program, as well as a brief description. Detailed information regarding the Quarterly Issues/Programs List is available in the Communications Practice Section's **Issues/Programs List Advisory for Broadcast Stations**, which is published quarterly.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of the license term).

Section 73.3526(e)(13) (Local Public Notice Announcements Folder). A statement certifying compliance with the requirement of local public notice of the filing of a license renewal application.

Note: The dates and times that the pre-filing and post-filing license renewal application notices were broadcast and the texts of those notices must be part of the certifying statement.

Retention Period: As long as the application to which it relates must be retained.

Section 73.3526(e)(14) (Time Brokerage Agreements Folder).

Note: For commercial radio and television stations, time brokerage agreements or "LMAs," and any amendments, renewals or extensions thereof, must be maintained in the station's public inspection file. All stations brokering time on another station must also place a copy of the time brokerage agreement in their own public inspection files, as well as in the file of the brokered station. Confidential or proprietary information contained in such agreements (such as the fee paid by the broker) may be redacted or deleted before the document is placed in the public inspection file.

Retention Period: For as long as the agreement is in effect.

Section 73.3526(e)(15) (Television Station Must-Carry/Retransmission Consent Election Statement Folder) (TV Stations Only).

Note: Under the Cable Act, television stations must elect either must-carry status or seek retransmission consent with cable systems every three years. The public file rule requires that television broadcast stations place copies of all must-carry/retransmission consent election letters in their public inspection files by the election deadline. Retransmission consent agreements do not have to be placed in the public inspection file.

Retention Period: For the duration of the must-carry/retransmission consent period.

Section 73.3526(e)(16) (Radio and Television Joint Sales Agreements Folder). Copies of any agreements, including amendments, renewals and extensions, for the joint sale of advertising time involving the station, whether such agreements involve stations in the same or different markets. Confidential or proprietary information may be redacted from the copies placed in the folder.

Note: Any joint sale of advertising time between stations, even if they are in different markets, must be included in this folder.

Retention Period: Although the public file rule does not specifically provide for a retention period, the agreement should probably be retained in the folder for as long as it remains in force.

Section 73.3526(e)(17) (Class A TV Continuing Eligibility Folder) (Class A TV Stations Only) Documentation sufficient to show compliance by the station with the Class A eligibility requirements set forth in Section 73.6001 of the FCC rules.

Note: Class A stations are required to broadcast a minimum of 18 hours per day, and an average of at least three hours per week must include locally produced programming each quarter.

Retention Period: Although the rule does not specifically provide for a retention period, a reasonable reading would indicate that the documentation should be prepared and placed in the station's public inspection file on a quarterly basis.

Section 73.1212(e) (Sponsorship Identification Folder).

Note: Whenever a station broadcasts material that is political in nature or that involves a controversial issue of public importance, and a corporation, committee, association, unincorporated group, or other entity is paying for or furnishing the broadcast material, the station must place, in its public inspection file, a list of the chief executive officers, executive committee members, or members of the board of directors of the entity paying for or furnishing such broadcast material.

Retention Period: Two years.

Communications Act of 1934, as amended, Section 315(e) (Bipartisan Campaign Reform Act of 2002 (BCRA), Section 504) (Political Matters of National Importance).

Note: This record retention requirement is not part of the FCC's public file rules, but rather comes directly from Congress via the BCRA of 2002. We recommend that the material referred to be kept in the public inspection file in a folder marked "Political/Legislative Issues/Matters of National Import-

tance.” The Act requires stations to maintain, and make available for public inspection, a complete record of **requests** to purchase broadcast time for the purpose of communicating a message relating to any matter of national importance, including information about a legally qualified candidate, any election to Federal office, or a national legislative issue of public importance. The record must contain: (a) the issue to which the advertising refers (as applicable); (b) whether the request to purchase broadcast time was accepted or rejected by the station; (c) the rate charged for the time; (d) the date and time on which the advertising aired; (e) the class of time that was purchased; and (f) the name of the entity purchasing the time, along with the name, address and phone number of a contact person for such entity, and a list of the chief executive officer or members of the executive committee or of the board of directors of such entity. Please refer to **Special Bulletin to Broadcasters**, SB No. 02-16 (November 26, 2002) for further information.

Retention Period: Two years.

B. Noncommercial Station Public Inspection File Rule

Section 73.3527(e)(1) (Authorization Folder). A copy of all current FCC authorizations to construct or operate the station, along with any other documents necessary to reflect changes to the authorization or any conditions that the FCC has placed on the authorization. Note that this requirement is separate from the requirement that the station post its licenses at the transmitter control point. While the public file rule does not explicitly require the inclusion of authorizations for auxiliary facilities in this portion of the file, our informal discussion with FCC staff leads us to recommend such inclusion as a prudent course of action.

Retention Period: The current authorizations must be retained until they are replaced by new authorizations, at which time copies of the new authorizations must be placed in the file.

Section 73.3527(e)(2) (Applications and Related Materials Folder). A copy of any application tendered for filing with the FCC, together with all related material, and copies of Initial Decisions and Final Decisions in cases involving an administrative hearing, as well as a notation regarding any petitions to deny filed against the application, with the name and address of the party that filed the petition.

Note: Any documents or items filed with the FCC which are related to the above applications must be placed in the public inspection file along with the applications themselves. Such related documents include, but are not limited to, exhibits filed as part of the application, amendments to the application, and subsequent correspondence between the FCC and the applicant concerning the application.

Retention Period: Applications must be retained until final action has been taken, except that applications for a new construction permit or assignment or transfer granted pursuant to a waiver showing shall be retained for as long as the waiver is in effect. License renewal applications which are granted for less than the full license term must be retained until final action has been taken on the license renewal application filed immediately following the short-term renewal.

Section 73.3527(e)(3) (Contour Maps Folder). A copy of the station’s current service contour maps submitted as part of any application tendered to the FCC, along with any information from such applications showing the station’s main studio and transmitter location.

Retention Period: For as long as the documents reflect current, accurate information regarding the station.

Section 73.3527(e)(4) (Ownership Report Folder). A copy of the most recent, complete ownership report (Form 323-E) filed with the FCC for the station, together with any statements filed with the FCC certifying that the current report is accurate ("Certification of No Change in Ownership"), together with all related documentary material required to be filed with the FCC pursuant to Sections 73.3613 and 73.3615 of the FCC rules, or an up-to-date list of such contracts. Licensees or permittees that choose to retain a list of contracts must provide a copy of such contracts to requesting parties within seven days.

Retention Period: Until a new, complete superseding ownership report is filed with the FCC, at which time a copy of the new report and any related materials must be placed in the public inspection file. At that point, the report that has been superseded may be removed from the public inspection file.

Section 73.3527(e)(5) (Political File Folder). Records concerning requests for time and dispositions thereof by candidates for public office, in accordance with Section 73.1943 of the FCC's rules.

Note: Such records include (a) a listing of all requests for broadcast time made by or on behalf of candidates for public office, (b) the disposition of each request, (c) if the request was granted, the charges imposed for the broadcast time, and (d) if free broadcast time was provided, a record of such time. For further information and details, please refer to the latest edition of the Communications Practice Section's **Political Broadcasting Advisory**.

Retention Period: Two years.

Section 73.3527(e)(6) (Equal Employment Opportunity File). According to Section 73.2080 (the "EEO Rule") of the FCC's rules station employment units ("SEUs") with five or more full-time employees ("Nonexempt SEUs") must, in addition to other obligations spelled out in the EEO Rule, retain certain records as well as annually, on the anniversary of the date a station is due to file its license renewal application, place in the public inspection files of all stations comprising the Nonexempt SEU, and on the web sites of all such stations, an EEO Public File Report containing the following information (although if a broadcast licensee acquires a station pursuant to FCC Form 314 or 315 during the 12 months covered by the EEO Public File Report, its EEO Public File Report shall cover the period starting with the date it consummated its acquisition of the station):

- i. a list of all full-time vacancies filled by the station's employment unit during the preceding year, identified by job title;
- ii. for each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to paragraph (c)(1)(ii) of section 73.2080, which should be separately identified), identified by name, address, contact person and telephone number;
- iii. the recruitment source that referred the hiree for each full-time vacancy during the preceding year;
- iv. data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
- v. a list and brief description of initiatives undertaken pursuant to paragraph (c)(2) of section 73.2080 during the preceding year. Our EEO in 2008 and Forward: A Legal Guide to the FCC's New EEO Rule and Policies for Broadcasters contains information to assist stations to comply with the FCC's EEO Rule. The document can be downloaded from our website at www.pillsburylaw.com.

In addition, FCC Form 396 ("Broadcast Equal Employment Opportunity Program Report"), which is required to be filed with the FCC immediately before the station's application for renewal of license is due to be filed, must also be placed in the public inspection files of all stations, irrespective of the number of full-time employees comprising the SEU.

FCC Form 396-A ("Broadcast Equal Employment Opportunity Model Program Report"), which is required to be filed with any FCC Form 301, 314 or 315 application involving an applicant which intends to employ five or more full-time employees, must be placed in the public inspection file for the station or stations which are the subject of the 301, 314 or 315 applications.

FCC Form 397 ("Broadcast Mid-Term Report"), which is due to be filed four years after the due date of the station's last license renewal application by television SEUs with 5 or more full-time employees, and by radio SEUs with 11 or more full-time employees, must be placed in the public inspection files of all stations comprising the SEU which is making the filing.

The obligations of religious broadcasters, as defined in the EEO rule, differ from those of nonreligious broadcasters. Accordingly, such stations should review our EEO Manual.

As of the date of this Advisory, there is no requirement that broadcast stations file FCC Form 395-B ("Annual Employment Report") with the Commission. However, the FCC has under consideration (i) a proposal to reinstitute the requirement, (ii) a proposal to extend all aspects of the new EEO Rule to part-time positions, and (iii) various petitions for reconsideration and clarification of the new rule. If the FCC reinstates the Form 395-B requirement, it may require stations to place such reports in their public inspection files and/or on their web sites.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of a standard broadcast license term. Each Annual EEO Public File Report must remain in the public inspection file for such period of time. However, the Annual EEO Public File Report which is posted on the station's web site may be removed when the next Annual EEO Public File Report is so posted.

Section 73.3527(e)(7) ("The Public and Broadcasting: How to Get the Most Service from Your Local Station").

Note: The new edition of the Manual, dated July 2008, is available from the firm. Stations are required to provide a free copy of the Manual to members of the public requesting it.

Retention Period: Perpetual.

Section 73.3527(e)(8) (Television Issues/Programs List Folder) (TV Stations Only).

Note: A list which, in the exercise of the licensee's good faith judgment, represents approximately five to 10 of the station's most significant treatment of community issues facing the station's service area, including the programs which the station broadcast during the preceding three-month period to address those issues. Quarterly Issues/Programs Lists must be placed in the file on January 10 (for the period October through December), April 10 (for the period January through March), July 10 (for the period April through June) and October 10 (for the period July through September) of each year. Each list should have a short narrative statement describing the issues identified by the station and the programming that responded to each issue. Descriptions of programs should include the date,

time, duration and title of each program, as well as a brief description. Detailed information regarding the Quarterly Issues/Programs List is available in the Communications Practice Section's **Issues/Programs List Advisory for Broadcast Stations**, which is published quarterly.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of a license term).

Section 73.3527(e)(8) (Radio Issues/Programs List Folder) (Radio Stations Only).

Note: A list which, in the exercise of the licensee's good faith judgment, represents approximately five to 10 of the station's most significant treatment of community issues facing the station's service area, including the programs which the station broadcast during the preceding three-month period to address those issues. Quarterly Issues/Programs Lists must be placed in the file on January 10 (for the period October through December), April 10 (for the period January through March), July 10 (for the period April through June) and October 10 (for the period July through September) of each year. Each list should have a short narrative statement describing the issues identified by the station and the programming that responded to each issue. Descriptions of programs should include the date, time, duration and title of each program, as well as a brief description. Detailed information regarding the Quarterly Issues/Programs List is available in the Communications Practice Section's **Issues/Programs List Advisory for Broadcast Stations**, which is published quarterly.

Retention Period: Until final action is taken on the station's next license renewal application (normally eight years, the length of the license term).

Section 73.3527(e)(9) (Donor Lists Folder). The lists of donors providing "underwriting" support for specific programs.

Retention Period: Two years.

Section 73.3527(e)(10) (Local Public Notice Announcements Folder). A statement certifying compliance with the requirement of local public notice of the filing of a license renewal application.

Note: The dates and times that the pre-filing and post-filing license renewal application notices were broadcast and the text of those notices must be part of the certifying statement.

Retention Period: As long as the application to which it refers must be retained.

Section 73.3527(e)(11) (Material Related to FCC Investigation or Complaint Folder). Applicants, licensees and permittees are required to retain material relating to any matter which is the subject of an FCC complaint or investigation until the licensee is notified by the Commission that the material may be discarded.

Retention Period: Indefinite period.

Section 73.3527(e)(12) (Television Station Must-Carry Requests Folder) (TV Stations Only).

Note: Noncommercial television stations that request mandatory carriage on any cable system pursuant to Sections 76.56, 76.1614, 76.1620, and 76.1709 of the FCC rules must place a copy of each

such request and relevant correspondence related to the request in their public inspection files. Retransmission consent agreements do not have to be placed in the public inspection file.

Retention Period: For the duration of the three year election period to which the request for mandatory carriage applies.

Section 73.3527(e)(13) (DTV Transition Education Reports (FCC Form 388) Folder)(TV Stations Only).

Effective March 31, 2008, full-power television stations have been required to engage in a variety of initiatives intended to educate consumers about the February 17, 2009 transition from analog to digital television. As part of that requirement, such stations must, on a quarterly basis, report to the FCC on their consumer education efforts using the Standardized Television Disclosure Report FCC Form 388. Once filed with the FCC, a copy of such report must be placed in the station's public inspection file separate from all other materials. Additionally, the most recently filed FCC Form 388 must also be posted on the station's website if it has one. **Licensees and permittees must periodically publicize the existence and location of these reports.**

Retention Period: One year.

Commercial and Noncommercial Digital Television Stations

The Commission has made clear that its public file rules apply to digital television ("DTV"). We do not believe that a separate public inspection file needs to be maintained for the DTV operation as the analog and DTV operations are part of the same licensed facility. However, where there is information unique to the DTV operation, we suggest that the station create separate folders for this unique DTV information. For instance, there should be separate folders created for the station's DTV authorizations, for its DTV applications and amendments, and for its DTV contours. To the extent that the DTV operation originates its own programming, as distinguished from simulcasting the programming of the analog operation, the station should also maintain a separate **Sponsorship Identification Folder** for sponsorship identification. Where the DTV operation airs political advertising separate and apart from time aired as a result of simulcasting its affiliated analog operation, the station should maintain a separate **Political File** folder.

There is a proceeding underway at the FCC addressing the public interest obligations of DTV stations. As part of that proceeding, the FCC is considering whether to adopt new requirements for the public inspection file in the digital world. As mentioned above, the Commission has proposed adopting a standard form for reporting on issue responsive programming, and is contemplating requirements for posting all public inspection file information on a station's website. If adopted, some of these proposed changes could apply to analog as well as digital operations.

In a few instances, recently authorized television stations operate only in a digital format, and have no analog counterpart. Those stations should fully comply with all the requirements for the public inspection file that would apply to any other broadcast station.

Organization of the Public Inspection File

A well organized public inspection file serves several purposes: (a) it will aid in continuous maintenance of the file, both in terms of completeness by subject area and by duration of retention; (b) it will facilitate ease of access for those seeking to view the file; and (c) it will, as a result of both (a) and (b), not only ensure

compliance with Commission rules, but make it much easier to demonstrate to FCC inspectors the completeness of the station's file.

Specifically, we recommend the following organizational approach:

1. Separate file folders for each category of document listed in the section of this Advisory entitled Contents of the Public Inspection File.
2. Maintain the required documents in reverse chronological order (i.e., the "newest" in front or on top and the "oldest" documents in the back of the folder). In some instances, particularly in the case of "Letters received from members of the public," the volume of material may indicate a need to use several folders with documents filed in reverse chronological order (i.e., monthly, quarterly, yearly, etc.).
3. While the ordinary practice is to place documents into a file folder without fastening them to the folder itself, you may wish to fasten the documents in some manner in order to prevent them from being accidentally dropped or removed. Be cautious, however, not to fasten documents in such a way as to make them inconvenient or impossible to actually examine. Remember, stations may be asked for copies of documents so be certain that station personnel can access them easily enough to provide photocopies.
4. Label the cabinet(s), drawer(s) or other container(s) utilized as "Station [XXXX] Public Inspection File," so that the label can be easily seen from a distance. If a particular cabinet, drawer, etc. contains only certain information, label its contents accordingly (i.e., "2005 Quarterly Issues/Programs Lists," or "2007 Letters Received from Members of the Public").
5. If the station chooses to keep some of the materials required in the file in electronic format, there should be prominent notice of that fact in the file, with clear directions as to what types of information are stored electronically, where the information may be accessed (regardless of whether the computer is located near the file), and how to obtain such access. One consideration in favor of keeping materials in electronic format is providing for the safety and security of those materials (for example, making documents "read only" so that they cannot be deleted or altered).

Since many stations suffer from high employee turnover in those job positions that require knowledge of the location and access rights to the public inspection file (such as receptionists), it is important to immediately train new employees holding such positions about the public inspection file and how to handle inquiries from the public regarding the file.

Regulatory Risks of Maintaining an Inaccessible or Incomplete Public Inspection File

Forfeitures. The Commission is empowered to fine stations for violations of its rules and usually follows a summary procedure in imposing forfeitures for violations of the public inspection file rule. As licensees no doubt know, the FCC has raised the amount of fines for violations of its rules. The standardized forfeiture for failure to maintain a complete public inspection file is \$10,000. Thus, it "pays" to maintain well-organized and complete public inspection and political files that are also readily accessible by the public.

License Renewal Difficulties. An incomplete public inspection file or evidence that a station's staff harassed, intimidated, or otherwise discouraged or unduly delayed members of the public from inspecting the public inspection file may be considered by the Commission at license renewal time, and quite possibly

before. Since the licensee must certify in its license renewal application that its station public inspection file is complete and that all required documents were placed in the public inspection file on time, an FCC determination that the file was incomplete constitutes not only a rule violation, but raises serious issues of misrepresentation before the FCC. Misrepresentation can result in loss of license and/or substantial fines, and thus must be avoided at all costs. Moreover, under the Communications Act of 1934, as amended, the FCC has the authority to take away any license for serious violations of its rules as well as for other violations which constitute a pattern of abuse.

"Mock Inspection" of the Public Inspection File

In order to assist stations in verifying the adequacy of the content and condition of their public inspection files, we are available to conduct "mock inspections" of a station's public file, and provide the licensee with the detailed results of our inspection. Such inspections can be handled in one of two ways: (1) we will, upon request, conduct the "mock inspection" on-site at the station's location; or (2) the station can send us a detailed index of its public inspection file, along with appropriate photocopies of documents and related information.

As violations of the public file rule can have serious regulatory consequences, stations should contact any of the lawyers in the Communications Practice Section if they have any questions regarding the information in this Advisory or their public inspection files.

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Commercial and Noncommercial Station Public Inspection File—Visitors

(This memo is to be provided to all members of the public requesting access to the station's Public Inspection File.)

Welcome to Station [XXXX]. We understand that you are interested in reviewing our Public Inspection File. This is, of course, a right provided to you by the Rules of the Federal Communications Commission. In addition, we want to assure you that our station is pleased that you have come to visit us. It is our intent to cooperate fully in affording you access to our Public Inspection File.

We expect that our employees will be helpful, courteous, and cooperative in affording you access to the Public Inspection File. If you find that any employee acts otherwise, we ask that you notify the Station Manager immediately. If our Station Manager is at the station on the day of your visit, please ask for a personal meeting if you have any concerns or need help with anything. If our Station Manager is not at the station, please call [(999) 999-9999], where our Station Manager can be reached.

You will be escorted to the station employee who will provide you with access to our Public Inspection File. That person will remain available to assist you in case you have any questions.

We are very proud of our station operations and make every effort to comply with not only the Public File Rule, but also all other rules, policies and requirements of the Federal Communications Commission and other federal, state and local governmental authorities. We believe you will find everything in order. However, if you have any complaints, questions or concerns, please discuss the matter with our employee who showed you our public inspection file or with our Station Manager.

Commercial and Noncommercial Station Public Inspection File—Inspection Process

(To be kept at the location of the Public Inspection File and provided to persons who are inspecting the File.)

This is the Station [XXXX] Public Inspection File. We make every effort to maintain a public inspection file that is complete, accurate, and in compliance with the Rules of the Federal Communications Commission. It is organized, subsection for subsection, in the same manner as the Federal Communications Commission's Commercial and Noncommercial Public Inspection File Rules, as applicable, which are found at Title 47, Code of Federal Regulations, Sections 73.3526 and 73.3527. If you want to see public inspection file material required under a particular subsection of these Public Inspection File Rules, please refer to that subsection in our Station's Public Inspection File to find it.

We will provide you with a seat and desk or table to review the Public Inspection File. We hope to make you as comfortable as possible under the circumstances, and if you desire anything in this regard please ask the station employee who took you to inspect the public file.. We request that you not remove the materials from the folders in the Public Inspection File. You should review the materials only one folder at a time, and you return the folder to the public inspection file as soon as you have completed your review of the contents of each folder... Please do not hesitate to ask for help during your inspection process because it is important that all material be kept well organized.

If you want photocopies of anything in the Public Inspection File, we will provide you with paper clips or other means of marking the pages so that you can identify the pages or subsections that you wish to have photocopied. Please do not disassemble the file; rather, identify the portions you want photocopied with the clips and markers provided. Upon completion of your review, we will provide you with an order form so that you can order photocopies of the desired material from a commercial photocopier located in our area which has agreed to provide that service for us. This will assure that you receive your photocopies in the quickest possible time, that the work is done accurately, and that you are charged a standard market rate.. *We will not be able to make copies of materials found in the Public Inspection File for you at the station.*

If you have any questions about the file, please ask to speak to the station employee who showed you where the station's public inspection file is located. If that person is not able to answer your question during your visit, he or she will see that you receive an answer, either orally or in writing, as quickly thereafter as possible. If you have any complaints about the cooperation you have received, please contact our Station Manager while you are at the station or later by calling [(999) 999-9999] or by writing to the Station.

Thank you again for visiting our station. We hope you enjoyed your visit and found everything you were looking for.

Commercial Station Sample Public Inspection File Document List

“Station XXXX Public Inspection File Document List”

FCC Rule § 73.3526	Examples of Types of Documents	Period Covered
(e)(1) Authorization	1. Assignment of License from XXXX Television, Inc. to XXXX License Partnership. 2. Letter Authorization for call sign change from YYYY-TV to XXXX(TV) 3. License Renewal Authorization 4. Television Broadcast Station License	Current
(e)(2) Applications Waiver Request	1. License Renewal Application filed April 1, 2004 2. Waiver Request in January 3, 1998 Assignment of License Application 3. Amendment to Waiver Request filed July 30, 1997	Current
(e)(3) Citizens Agree- ments	None	Current
(e)(4) Contour Maps	1. Construction Permit Application filed January 1, 1985 2. License Application filed January 1, 1988	Current
(e)(5) Ownership Reports	1. 2008 Annual Ownership Report	Current
(e)(6) Political File		2006-2008
(e)(7) Equal Employ- ment Opportunity File	1. Broadcast EEO Program Report (FCC Form 396) 2. Annual EEO Public File Report for 2007 3. Annual EEO Public File Report for 2008	2004 2006-2007 2007-2008
(e)(8) The Public and Broadcasting	July 2008 Edition	Permanently
(e)(9) Letters and emails from the Public		2004-Current
(e)(10) FCC Investiga- tions and Complaints	None	Current
(e)(11)(i) <i>TV Only</i> - Quarterly Issues/Programs Lists	Third Quarter 2008 Second Quarter 2008 First Quarter 2008 Fourth Quarter 2007 Third Quarter 2007 Second Quarter 2007	July-Sept 2008 April-June 2008 Jan.-Mar. 2008 Oct.-Dec. 2007 July-Sept 2007 April-June 2007

FCC Rule § 73.3526	Examples of Types of Documents	Period Covered
	First Quarter 2007	Jan.-Mar. 2007
	Fourth Quarter 2006	Oct.-Dec. 2006
	Third Quarter 2006	July-Sept 2006
	Second Quarter 2006	April-June 2006
	First Quarter 2006	Jan.-Mar. 2006
	Fourth Quarter 2005	Oct.-Dec. 2005
	Third Quarter 2005	July-Sept 2005
	Second Quarter 2005	April-June 2005
	First Quarter 2005	Jan.-Mar. 2005
	Fourth Quarter 2004	Oct.-Dec. 2004
	Third Quarter 2004	July-Sept 2004
	Second Quarter 2004	April-June 2004
(e)(11)(ii) <i>TV Only</i> - Commercial Limits	Third Quarter 2008	July-Sept 2008
	Second Quarter 2008	April-June 2008
	First Quarter 2008	Jan.-Mar. 2008
	Fourth Quarter 2007	Oct.-Dec. 2007
	Third Quarter 2007	July-Sept 2007
	Second Quarter 2007	April-June 2007
	First Quarter 2007	Jan.-Mar. 2007
	Fourth Quarter 2006	Oct.-Dec. 2006
	Third Quarter 2006	July-Sept 2006
	Second Quarter 2006	April-June 2006
	First Quarter 2006	Jan.-Mar. 2006
	Fourth Quarter 2005	Oct.-Dec. 2005
	Third Quarter 2005	July-Sept 2005
	Second Quarter 2005	April-June 2005
	First Quarter 2005	Jan.-Mar. 2005
(e)(11)(iii) <i>TV Only</i> - Children's Television Programming Reports	Fourth Quarter 2004	Oct.-Dec. 2004
	Third Quarter 2004	July-Sept 2004
	Second Quarter 2004	April-June 2004
	Third Quarter 2008	July-Sept 2008
	Second Quarter 2008	April-June 2008
	First Quarter 2008	Jan.-Mar. 2008

FCC Rule § 73.3526	Examples of Types of Documents	Period Covered
	Fourth Quarter 2007	Oct.-Dec. 2007
	Third Quarter 2007	July-Sept 2007
	Second Quarter 2007	April-June 2007
	First Quarter 2007	Jan.-Mar. 2007
	Fourth Quarter 2006	Oct.-Dec. 2006
	Third Quarter 2006	July-Sept 2006
	Second Quarter 2006	April-June 2006
	First Quarter 2006	Jan.-Mar. 2006
	Fourth Quarter 2005	Oct.-Dec. 2005
	Third Quarter 2005	July-Sept 2005
	Second Quarter 2005	April-June 2005
	First Quarter 2005	Jan.-Mar. 2005
	Fourth Quarter 2004	Oct.-Dec. 2004
	Third Quarter 2004	July-Sept 2004
	Second Quarter 2004	April-June 2004
(e)(11)(iv) <i>TV Only</i> – DTV Transition Educa- tion Reports	Third Quarter 2008	July-Sept 2008
	Second Quarter 2008	April-June 2008
	First Quarter 2008	Jan.-Mar. 2008
(e)(12) <i>Radio Only</i> – Quarterly Issues/Programs Lists	Third Quarter 2008	July-Sept 2008
	Second Quarter 2008	April-June 2008
	First Quarter 2008	Jan.-Mar. 2008
	Fourth Quarter 2007	Oct.-Dec. 2007
	Third Quarter 2007	July-Sept 2007
	Second Quarter 2007	April-June 2007
	First Quarter 2007	Jan.-Mar. 2007
	Fourth Quarter 2006	Oct.-Dec. 2006
	Third Quarter 2006	July-Sept 2006
	Second Quarter 2006	April-June 2006
	First Quarter 2006	Jan.-Mar. 2006
	Fourth Quarter 2005	Oct.-Dec. 2005
	Third Quarter 2005	July-Sept 2005
	Second Quarter 2005	April-June 2005
	First Quarter 2005	Jan.-Mar. 2005

FCC Rule § 73.3526	Examples of Types of Documents	Period Covered
	Fourth Quarter 2004	Oct.-Dec. 2004
	Third Quarter 2004	July-Sept 2004
	Second Quarter 2004	April-June 2004
	First Quarter 2004	Jan.-Mar. 2004
	Fourth Quarter 2003	Oct.-Dec. 2003
	Third Quarter 2003	July-Sept 2003
	Second Quarter 2003	April-June 2003
	First Quarter 2003	Jan.-Mar. 2003
(e)(13) Local Public Notice Announcements		As long as application is retained
(e)(14) <i>Radio Only</i> – Time Brokerage Agreements		As long as in force
(e)(15) <i>TV Only</i> - Must-carry/transmission consent election letters		2009-2012
(e)(16) Joint Sales Agreements		As long as in force
(e)(17) <i>Class A TV Only</i> —Class A Continuing Eligibility		Current quarter
Section 73.1212 Sponsorship Identification		2006-2008
BCRA Information	Political Matters of National Importance	2006-2008

Noncommercial Station Sample Public Inspection File Document List

“Station XXXX Public Inspection File Document List”

FCC Rule Section 73.3527	Examples of Types of Documents	Period Covered
(e)(1) Authorization	1. Assignment of License from XXXX Television, Inc. to XXXX License Partnership. 2. Letter Authorization for call sign change from YYYY-TV to XXXX(TV) 3. License Renewal Authorization 4. Television Broadcast Station License	Current
(e)(2) Applications	1. License Renewal Application filed August 1, 2006	Current
(e)(2) Waiver Request	2. Waiver Request found in January 3, 2006 Assignment of License Application 3. Amendment to Waiver Request filed July 30, 2007	
(e)(3) Contour Maps	1. Construction Permit Application filed January 1, 1999 2. License Application filed January 1, 2001	Current
(e)(4) Ownership Reports	1. August 3, 2006 Ownership Report and Post Consummation Ownership Report for XXXX(TV)	Current
(e)(5) Political File		2006–2008
(e)(6) Equal Employment Opportunity	1. Broadcast EEO Program Report (FCC Form 396) 2. Annual EEO Public File Report for 2006 3. Annual EEO Public File Report for 2007 4. Annual EEO Public File Report for 2008	2006 2005-2006 2006-2007 2007-2008
(e)(7) The Public and Broadcasting		Current
(e)(8) <i>TV Only</i> -- Quarterly Issues/Programs Lists	1. Third Quarter 2008 2. Second Quarter 2008 3. First Quarter 2008 4. Fourth Quarter 2007 5. Third Quarter 2007 6. Second Quarter 2007 7. First Quarter 2007 8. Fourth Quarter 2006	July-Sept. 08 April-June 08 Jan.-March 08 Oct.-Dec. 07 July-Sept. 07 April-June 07 Jan.-March 07 Oct.-Dec. 06

	9. Third Quarter 2006	July-Sept. 06
(e)(8) <i>Radio Only</i> -- Quarterly Issues/Programs Lists	1. Third Quarter 1998	July-Sept. 08
	2. Second Quarter 2008	April-June 08
	3. First Quarter 2008	Jan.-March 08
	4. Fourth Quarter 2007	Oct.-Dec. 07
	5. Third Quarter 2007	July-Sept. 07
	6. Second Quarter 2007	April-June 07
	7. First Quarter 2007	Jan.-March 07
	8. Fourth Quarter 2006	Oct.-Dec. 06
	9. Third Quarter 2006	July-Sept. 06
(e)(9) Donor Lists		2006 –2008
(e)(10) Local Public Notice Announcements		N/A
(e)(11) FCC Investigations/ Complaints	None	Current
(e)(12) <i>TV Only</i> -- Must- carry/transmission consent election letters		2009-2012