

West Virginia Broadcasters Association Local Public File Checklist -- 2008

- Authorizations.** The station's current authorization documents, together with any modifications or conditions (these documents must also be posted at your transmitter principal control point) [§73.3526(e)(1) & §73.1230].
- Applications.** All pending applications with related materials, copies of initial decisions and final decisions in hearing cases pertaining to an application, and any statements that a petition to deny was filed against an application, if any, along with the name and address of the petitioner, until final action has been taken on the application. All waiver requests and authorizations must be retained as long as a waiver is in effect. A renewal application granted for a short term must be retained until final action is taken on the next renewal application [§73.3526(e)(2)].
- Citizen Agreements.** Certain written agreements [§73.3526(e)(3)].
- Contour Maps.** Current service contour maps, if any, together with any other information showing service contours and/or main studio and transmitter location [§73.3526(e)(2)].
- FCC Form 323 Ownership Report.** The most recent June 1, 2007 (for radio) and the June 1, 2006 (for television) FCC Form 323 Ownership Report. Reports are now filed once every two years commencing on the date of the license renewal application filing with the next one due on June 1, 2009 for radio stations, and June 1, 2008 for television stations [§73.3526(e)(5) & §73.3615(a)].
- Contracts.** All contracts and instruments required to be filed with or in conjunction with ownership reports, or a listing of such contracts and instruments [§73.3613(b)&(c)]; any correspondence between the station and the FCC relating to ownership reports; and all documents incorporated by reference [§73.3526(e)(5)].
- Letters and E-mails from the Public.** All written comments and suggestions from the public, including e-mail messages, going back 3 years, regarding the operation of the station, unless the writer has requested that the correspondence not be made public or unless it contains defamatory or obscene comments [§73.3526(e)(9) & §73.1202].

EEO. [Except for employment units with fewer than 5 full-time employees] For the one year time period preceding each date below: (i) list of all full-time vacancies by job title; (ii) recruitment sources used to fill each vacancy identified by name, address, contact person and telephone number; (iii) recruitment source that referred the hiree for each full time vacancy; (iv) total number of persons interviewed for full-time vacancies and total number of interviewees referred by each recruitment source; and (v) list and description of required EEO initiatives. The same information must also be posted on the station's web site, if any. [§73.2080(c)(6) & §73.2526(e)(7)]:

- Television Stations -- June 1, 2008 FCC Form 397 Mid-Term Report for Employment Units With 10 or More FT Employees
- All Stations -- June 1, 2008 (for 5/22/2007 to 5/21/2008)
- Radio Stations -- June 1, 2007 FCC Form 397 Mid-Term Report for Employment Units With More Than 10 FT Employees
- All Stations -- June 1, 2007 (for 5/22/2006 to 5/21/2007)
- All Stations -- June 1, 2006 (for 5/22/2005 to 5/21/2006)
- All Stations -- June 1, 2005 (for 5/22/2004 to 5/21/2005)
- Radio Stations Only -- June 1, 2004 (for 5/22/2003 to 5/21/2004)

Issues/Programs Lists. Listings of the community issues, and the programs that have provided the station's most significant treatment of the issues during each preceding calendar quarter, including time, date, duration and title of each program [§73.3526(e)(11)(i)&(12)]:

- | | | |
|---|---|--|
| <input type="checkbox"/> January 10, 2009 | <input type="checkbox"/> October 10, 2008 | <input type="checkbox"/> July 10, 2008 |
| <input type="checkbox"/> April 10, 2008 | <input type="checkbox"/> January 10, 2008 | <input type="checkbox"/> October 10, 2007 |
| <input type="checkbox"/> July 10, 2007 | <input type="checkbox"/> April 10, 2007 | <input type="checkbox"/> January 10, 2007 |
| <input type="checkbox"/> October 10, 2006 | <input type="checkbox"/> July 10, 2006 | <input type="checkbox"/> April 10, 2006 |
| <input type="checkbox"/> January 10, 2006 | <input type="checkbox"/> October 10, 2005 | <input type="checkbox"/> July 10, 2005 |
| <input type="checkbox"/> April 10, 2005 | <input type="checkbox"/> January 10, 2005 | <input type="checkbox"/> October 10, 2004* |
| <input type="checkbox"/> July 10, 2004* | <input type="checkbox"/> April 10, 2004* | <input type="checkbox"/> January 10, 2004* |
- *Radio Stations Only

Public and Broadcasting -- A Procedure Manual. 1999 edition from http://www.fcc.gov/Bureaus/Mass_Media/Factsheets/pubroad.pdf [§73.3526(e)(8)].

- Time Brokerage and Joint Sales Agreements.** Time Brokerage and Joint Sales Agreements for the station, or of another station by the licensee, if any [§73.3526(e)(14)&(16)].
- The Political File.** Requests for political time and ancillary documents going back 2 years, records of the disposition of requests, and records of free time given to candidates [§73.3526(e)(6) & §73.1943].
- Material Relating to FCC Investigation or Complaint.** If there is a pending FCC investigation or complaint of which the licensee has been advised, the material related to such investigation or claim, until notified by the Commission in writing that the material may be discarded [§73.3526(e)(10)].
- Current Must Carry/Re-Transmission Consent - Television Stations Only.** Current must carry and retransmission consent election statements [§73.3526(e)(15) & §76.64(f)&(h)].

Commercial Limits - Television Stations Only. Records substantiating the station's compliance with children's programming commercial limits [§73.3526(e)(11)(ii)]:

- | | | |
|---|---|---|
| <input type="checkbox"/> January 10, 2009 | <input type="checkbox"/> October 10, 2008 | <input type="checkbox"/> July 10, 2008 |
| <input type="checkbox"/> April 10, 2008 | <input type="checkbox"/> January 10, 2008 | <input type="checkbox"/> October 10, 2007 |
| <input type="checkbox"/> July 10, 2007 | <input type="checkbox"/> April 10, 2007 | <input type="checkbox"/> January 10, 2007 |
| <input type="checkbox"/> October 10, 2006 | <input type="checkbox"/> July 10, 2006 | <input type="checkbox"/> April 10, 2006 |
| <input type="checkbox"/> January 10, 2006 | <input type="checkbox"/> October 10, 2005 | <input type="checkbox"/> July 10, 2005 |
| <input type="checkbox"/> April 10, 2005 | <input type="checkbox"/> January 10, 2005 | |

Children's Television Reports - Television Stations Only. FCC Form 398 Children's Television Programming Report:

- | | | |
|---|---|---|
| <input type="checkbox"/> January 10, 2009 | <input type="checkbox"/> October 10, 2008 | <input type="checkbox"/> July 10, 2008 |
| <input type="checkbox"/> April 10, 2008 | <input type="checkbox"/> January 10, 2008 | <input type="checkbox"/> October 10, 2007 |
| <input type="checkbox"/> July 10, 2007 | <input type="checkbox"/> April 10, 2007 | <input type="checkbox"/> January 10, 2007 |
| <input type="checkbox"/> October 10, 2006 | <input type="checkbox"/> July 10, 2006 | <input type="checkbox"/> April 10, 2006 |
| <input type="checkbox"/> January 10, 2006 | <input type="checkbox"/> October 10, 2005 | <input type="checkbox"/> July 10, 2005 |
| <input type="checkbox"/> April 10, 2005 | <input type="checkbox"/> January 10, 2005 | |

The Fine Print. This checklist is specifically prepared for full service commercial radio and television stations licensed to West Virginia for which a renewal application was timely filed and granted during the last renewal cycle. If your 2003 (radio) or 2004 (television) license renewal application has not yet been granted, do not use this checklist. Network-owned television stations and non-commercial stations have additional responsibilities for materials in the public file. The local public file must be maintained at the station's main studio and accessible during regular business hours. A station may not require a member of the public to make an appointment in advance or return at another time to inspect the public file, or examine the public file only at times most convenient to the licensee or its staff. The public file must be provided on request to members of the public visiting the station and without requiring that they identify themselves, their organization, or the particular documents they wish to inspect. Requests for copying must be honored for a reasonable duplication fee. With the exception of materials in the political file, a licensee who maintains its main studio outside of the station's community of license must also respond to telephone requests for information from the station's public file, and mail copies of requested information, upon prior payment of a reasonable duplication fee, to callers within the station's service area contour.

A copy of the document, The Public and Broadcasting -- A Procedure Manual, must be sent upon telephone request without the payment of a duplication fee. The licensee is responsible for payment of postage for sending copies of public file documents.

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Local public file checklists for every state are available at:

www.garziglia.com/checklists

This checklist is not intended as legal advice.
Legal counsel should be consulted prior to reliance upon it.

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