

West Virginia Broadcasters Association One-Page FCC Public File Checklist -- 2019

All categories below preceded with a “↑” are automatically uploaded to the FCC’s Online Public Inspection File which will contain all FCC filings submitted through the FCC’s CDBS or LMS, and the contour maps. Any paper-filed application, however, such as an FCC Form 302-AM license application, must be manually scanned and uploaded.

- ↑ **Authorizations.** The station’s current authorization documents, with any modifications or conditions (also to be posted at your transmitter principal control point) [§73.3526(e)(1) or §73.3527(e)(1) & §73.1230].
- ↑ **Applications.** All pending applications with certification of local public announcements, related materials, copies of decisions in hearing cases regarding 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)&(e)(13) or §73.3527(e)(2)&(e)(9)].
- Citizen Agreements - Commercial Stations Only.** Certain written agreements [§73.3526(e)(3)].
- ↑ **Contour Maps.** Current service contour maps, if any, together with any other information showing service contours and transmitter location [§73.3526(e)(4) or §73.3527(e)(3)].
- ↑ **FCC Form 323 or 323-E Ownership Report.** The most recent FCC Form 323 or 323-E and all contracts and instruments required to be filed in conjunction with ownership reports including articles of incorporation and bylaws for corporate entities, or a listing of such contracts and instruments; any correspondence between the station and the FCC relating to ownership reports; and all documents incorporated by reference [§73.3526(e)(5) or §73.3527(e)(4), §73.3613(b)&(c) & §73.3615(a) or (d)-(f)].

Annual EEO Public File Reports. [Except for employment units with fewer than 5 full-time employees] on the dates and for the time periods listed 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 EEO supplemental outreach initiatives. The current year’s report must also be posted on the station’s web site, if any. [§73.2080(c)(6) & §73.2526(e)(7) or §73.2527(e)(6)]:

- All Stations -- June 1, 2019 (for 5/22/2018 to 5/21/2019)
- All Stations -- June 1, 2018 (for 5/22/2017 to 5/21/2018)
- All Stations -- June 1, 2017 (for 5/22/2016 to 5/21/2017)
- All Stations -- June 1, 2016 (for 5/22/2015 to 5/21/2016)
- ↑ TV Stations -- June 1, 2016 FCC Form 397 Mid-Term EEO Report for Employment Units with 10 or more full-time employees
- All Stations -- June 1, 2015 (for 5/22/2014 to 5/21/2015)
- ↑ Radio Stations -- June 1, 2015 FCC Form 397 Mid-Term EEO Report for Employment Units with more than 10 full-time employees
- All Stations -- June 1, 2014 (for 5/22/2013 to 5/21/2014)
- All Stations -- June 1, 2013 (for 5/22/2012 to 5/21/2013)
- Radio Stations Only -- June 1, 2012 (for 5/22/2011 to 5/21/2012)

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) or §73.3527(e)(8)]:

- | | | |
|-------------------------------------------|-------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> January 10, 2020 | <input type="checkbox"/> October 10, 2019 | <input type="checkbox"/> July 10, 2019 |
| <input type="checkbox"/> April 10, 2019 | <input type="checkbox"/> January 10, 2019 | <input type="checkbox"/> October 10, 2018 |
| <input type="checkbox"/> July 10, 2018 | <input type="checkbox"/> April 10, 2018 | <input type="checkbox"/> January 10, 2018 |
| <input type="checkbox"/> October 10, 2017 | <input type="checkbox"/> July 10, 2017 | <input type="checkbox"/> April 10, 2017 |
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| <input type="checkbox"/> July 10, 2012* | <input type="checkbox"/> April 10, 2012* | <input type="checkbox"/> January 10, 2012* |
- *Radio Stations Only

- ↑ **Public and Broadcasting -- A Procedure Manual.** From: http://www.fcc.gov/mb/audio/decdoc/public_and_broadcasting.pdf [§73.3526(e)(8) or §73.3527(e)(7)].

- Time Brokerage, Joint Sales and Shared Services Agreements - Commercial Stations Only.** Time brokerage and joint sales agreements (for both radio and television stations) of another station by the licensee, and television station shared services agreements, if any [§73.3526(e)(14),(16)&(18)].
- 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) or §73.3527(e)(5) & §73.1943].
- Sponsorship Identification for Controversial Issues of Public Importance - Commercial Stations Only.** List, going back 2 years, of CEOs, board, or executive committee individuals sponsoring political messages of controversial issues. [§73.1212(e)].
- Material Relating to FCC Investigation or Complaint.** If pending FCC investigation or complaint of which the licensee has been advised, material related to such investigation or claim, until notified by the FCC in writing that the material may be discarded [§73.3526(e)(10) or §73.3527(e)(11)].
- Current Must Carry/Re-Transmission Consent - Television Stations Only.** Current must carry and retransmission consent election statements [§73.3526(e)(15) or §73.3527(e)(12) & §76.64(f)&(h)].
- ↑ **Children’s Television Reports and Records on Commercial Limits - Commercial Television Stations Only.** FCC Form 398 Children’s Television Programming Report and records substantiating the station’s compliance with children’s programming commercial limits and website compliance information [Commercial Stations Only §73.3526(e)(11)(ii&iii)]:

<input type="checkbox"/> January 10, 2020	<input type="checkbox"/> October 10, 2019	<input type="checkbox"/> July 10, 2019
<input type="checkbox"/> April 10, 2019	<input type="checkbox"/> January 10, 2019	<input type="checkbox"/> October 10, 2018
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<input type="checkbox"/> October 10, 2017	<input type="checkbox"/> July 10, 2017	<input type="checkbox"/> April 10, 2017
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<input type="checkbox"/> January 10, 2014	<input type="checkbox"/> October 10, 2013	<input type="checkbox"/> July 10, 2013
<input type="checkbox"/> April 10, 2013	<input type="checkbox"/> January 10, 2013	

- Donor Lists and Third Party Fundraising - NCE Stations Only.** Lists of donors who have supported specific programming going back 2 years, and on a quarterly basis information on fundraising for third-parties [§73.3527(e)(9)&(e)(13)].

- Website Link and Contact Persons.** On the station’s website (if any), a home page link to the station’s Online Public Inspection File, and contact information for a station representative that can assist a person with disabilities. In the station’s Online Public File, the station’s current address and telephone number, and the email address of the station’s designated contact for questions about the public file. [§73.3526(b)(2)(ii)].

Important License Renewal Note. This checklist is specifically prepared for full service 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 2011 (radio) or 2012 (television) license renewal application has not yet been granted, **do not use this checklist.** Network-owned television stations have additional responsibilities for materials in the public file.

FCC Online Public Inspection Files. All radio and television stations must now upload, effective March 1, 2018, all public file material, except for previously-existing political file material, to the FCC’s Online Public Inspection Files at: <https://publicfiles.fcc.gov/admin>. The Online Public Inspection File must contain all new political file material. If, upon the transition, a station chose not to upload existing political file material, then such existing political file material must be at the station’s main studio, or other location within the community of license, and be accessible during regular business hours.

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