

# Maryland, DC, Virginia and West Virginia Local Public File Checklist -- 2017

- ↑ 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)(12) 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/or main studio 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)].
- Letters and E-mails from the Public - Commercial Stations Only.** 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].

**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, 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)(7)]:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> January 10, 2018  | <input type="checkbox"/> October 10, 2017 | <input type="checkbox"/> July 10, 2017    |
| <input type="checkbox"/> April 10, 2017    | <input type="checkbox"/> January 10, 2017 | <input type="checkbox"/> October 10, 2016 |
| <input type="checkbox"/> July 10, 2016     | <input type="checkbox"/> April 10, 2016   | <input type="checkbox"/> January 10, 2016 |
| <input type="checkbox"/> October 10, 2015  | <input type="checkbox"/> July 10, 2015    | <input type="checkbox"/> April 10, 2015   |
| <input type="checkbox"/> January 10, 2015  | <input type="checkbox"/> October 10, 2014 | <input type="checkbox"/> July 10, 2014    |
| <input type="checkbox"/> April 10, 2014    | <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 |
| <input type="checkbox"/> October 10, 2012* | <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](http://www.fcc.gov/mb/audio/decdoc/public_and_broadcasting.pdf) [§73.3526(e)(8) or §73.3527(e)(7)].

- Time Brokerage and Joint Sales Agreements - Commercial Stations Only.** 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) 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, 2018	<input type="checkbox"/> October 10, 2017	<input type="checkbox"/> July 10, 2017
<input type="checkbox"/> April 10, 2017	<input type="checkbox"/> January 10, 2017	<input type="checkbox"/> October 10, 2016
<input type="checkbox"/> July 10, 2016	<input type="checkbox"/> April 10, 2016	<input type="checkbox"/> January 10, 2016
<input type="checkbox"/> October 10, 2015	<input type="checkbox"/> July 10, 2015	<input type="checkbox"/> April 10, 2015
<input type="checkbox"/> January 10, 2015	<input type="checkbox"/> October 10, 2014	<input type="checkbox"/> July 10, 2014
<input type="checkbox"/> April 10, 2014	<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 - NCE Stations Only.** Lists of donors who have supported specific programming, going back 2 years. [§73.3527(e)(9)].

**Important Note.** This checklist is specifically prepared for full service radio and television stations licensed to Maryland, DC, Virginia and 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 television stations must upload almost all public file materials to the Online Public Inspection Files at: <https://publicfiles.fcc.gov/admin/>.

All commercial radio stations in the top 50 Nielsen radio markets with five or more full-time employees are required to upload all local public file materials, excepting existing political files and all letters and emails from the public, to the Online Public Inspection Files at: <https://publicfiles.fcc.gov/admin/>.

All other radio stations have until March 1, 2018 to begin uploading new public and political file material. Radio stations that are not required to transition to the online public file until March 1, 2018 may elect to voluntarily transition to online filing early. Any station that voluntarily elects to commence using the online file early must ensure that the online file contains all new public file material on a going-forward basis, including all new political file material.

The Online Public Inspection File, once activated for a station, will automatically contain required FCC filings that are submitted through CDBS or LMS, and will also contain contour maps (categories preceded with a "↑" above). For stations that continue to maintain a local public inspection file, either until March 1, 2018 for all materials, or for existing political file materials, and for all stations for letters and emails from the public, the local public file must be at the station's main studio and accessible during regular business hours.

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