

Maryland, DC, Virginia and West Virginia One-Page FCC Public File Checklist -- 2020

FCC Online Public Inspection Files. All radio and television stations must now upload certain public file material to the FCC's Online Public Inspection Files at: <https://publicfiles.fcc.gov/admin>.

Materials Now Uploaded by the FCC. Many of the materials previously required to be placed into the local public files are now automatically uploaded by the FCC to a station's FCC online public file. The licensee remains responsible to check the online public file, and to upload any missing material. The materials automatically uploaded by the FCC include:

- ☐ **Authorizations** [§73.3526(e)(1) or §73.3527(e)(1) & §73.1230].
- ☐ **Applications** [§73.3526(e)(2)&(e)(13) or §73.3527(e)(2)&(e)(9)].
- ☐ **Ownership Report** [§73.3526(e)(5) or §73.3527(e)(4)].
- ☐ **Public and Broadcasting -- A Procedure Manual** [§73.3526(e)(8) or §73.3527(e)(7)].
- ☐ **FCC Form 397 Mid-Term EEO Report** If applicable [§73.2080(f)(2)].
- ☐ **Letters of Inquiry** [§73.3526(b)(3)].
- ☐ **Children's Television Reports and Records on Commercial Limits** [§73.3526(e)(11)(ii & iii)].

Materials That Must Be Uploaded by Stations. Each of the materials listed below must be uploaded by broadcast stations themselves:

- ☐ **Citizen Agreements - Commercial Stations Only.** Certain written agreements between citizens' groups and the broadcast station entered into primarily for noncommercial purposes and deal with the station's broadcast service to its community. [§73.3526(e)(3)].
- ☐ **Paper-Filed Applications.** Any paper-filed application such as an FCC Form 302-AM license application, until such time as it can be filed electronically.

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. Note: you MUST keep backup documents for each such initiative in your station's business files. 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, 2020 (for 5/22/2019 to 5/21/2020)
- ☐ TV Stations Only -- June 1, 2019 (for 5/22/2018 to 5/21/2019)
- ☐ TV Stations Only -- June 1, 2018 (for 5/22/2017 to 5/21/2018)
- ☐ TV Stations Only -- June 1, 2017 (for 5/22/2016 to 5/21/2017)
- ☐ TV Stations Only -- June 1, 2016 (for 5/22/2015 to 5/21/2016)
- ☐ TV Stations Only -- June 1, 2015 (for 5/22/2014 to 5/21/2015)
- ☐ TV Stations Only -- June 1, 2014 (for 5/22/2013 to 5/21/2014)

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 a brief narrative of the issue and the time, date, duration and title of each program. [§73.3526(e)(11)(i)&(12) or §73.3527(e)(8)]:

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|--------------------------------------------|--------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> January 10, 2021* | <input type="checkbox"/> October 10, 2020* | <input type="checkbox"/> July 10, 2020* |
| <input type="checkbox"/> April 10, 2020** | <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 |
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| <input type="checkbox"/> April 10, 2014 | | |

*All Stations -- All Others TV Stations Only

**Deadline extended to 7/10/2020 for covid-19.

- ☐ **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, including records of free time given to candidates, whether or not the request was accepted, the class and schedule of time purchased, the rates charged, when the political time was actually broadcast, and the name of the candidate and if applicable, the candidate's authorized committee and its treasurer. Information must be placed in the online public file immediately absent unusual circumstances. [§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 all CEOs, board, or executive committee individuals including the name, phone number and address of a contact person at the committee sponsoring the political messages and for any federal issue ad, a complete disclosure of all candidates, political races, and issues mentioned. Any acronyms used in the disclosure must be generally known. [§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)].

- ☐ **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 including the date, time, and duration of the fundraiser; the type of fundraising activity; the name of the non-profit organization benefitted by the fundraiser; a brief description of the specific cause or project, if any, supported by the fundraiser; and, to the extent that the station participated in tallying or receiving any funds for the non-profit group, the approximate total funds raised. [§73.3527(e)(9)&(e)(13)].

- ☐ **Local Public Notice Certification.** If a license renewal application is pending, the certification that the full-service broadcast station has made the necessary public on-air announcements and website notices within 7 days of concluding the notices. [§73.3526(e)(13) & §73.3527(e)(10)].

- ☐ **Website Link and Contact Persons.** 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)]. 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.

Important License Renewal Note: License Renewal Applications for Maryland, DC, Virginia and West Virginia TV stations are due on or before June 1, 2020. Once the license renewal application is granted, certain material can be removed from your online public file. 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 2019 (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.

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