

Contents of Radio Public Files



1. FCC Authorizations (retain until replaced): examples include license, permits, etc.
Automatically uploaded by the FCC.
2. Applications and related materials (retain until final action taken on the application): Applications submitted to the FCC for broadcast licenses, construction permits, special operating authority, or consent to the sale of the station.
Automatically uploaded by the FCC when filed electronically by the licensee (note Form 302-AM license application is still filed on paper).
3. Contour Maps (retain as long as they reflect current, accurate information): Maps of the area in which a broadcast station provides a particular level of signal strength over-the-air.
Automatically uploaded by the FCC.
4. Ownership Reports and Related Materials (retain until a new ownership report is filed): Related materials include corporate formation documents, bylaws, operating agreements and other documents including certain loan agreements which impact present or future ownership rights. The FCC ***automatically uploads ownership reports filed.*** Other corporate documents must be manually uploaded by the licensee.
5. Equal Employment Opportunity File (retain until final action taken on the station's next license renewal application): Stations employing five or more full-time employees are required to maintain in their public inspection file the following reports regarding their EEO activities:
 - An annual EEO public file report on the anniversary of the station's license renewal application deadline (***licensee must manually upload***);
 - FCC Form 396 – an EEO Program Report that is filed as part of the station's license renewal application (***FCC automatically uploads***);
 - FCC Form 397 – an EEO Mid-term Report that is filed at the midpoint of a license term (***FCC automatically uploads***); and
 - For buyers of a station or new licensees, FCC Form 396-A – a Model EEO Program Report that is filed at the time of the assignment application (***FCC automatically uploads***).

• Pro Tip: ***Stations must already have their most recent Annual EEO report on their website. This requirement can now be satisfied by a link to the OPIF on the station's home page. The link must lead directly to the page with the EEO report, not to the main OPIF page.***
6. The Public and Broadcasting manual (retain most recent version indefinitely):
Automatically uploaded by the FCC.
7. Citizen agreements (retain for term of agreement): Agreements between citizens' groups and broadcast stations, that primarily deal directly or indirectly with the stations' service to the community (Rare).
Stations must upload manually.

8. Political file (retain for two years): All requests for advertising time by candidates and certain issue advertisers, final dispositions or "deals" agreed to with the candidate/advertiser.

• Include description of when advertising actually aired, advertising preempted, and the timing of any make-goods of preempted time, as well as credits or rebates provided by the candidate/advertiser.

• *Going forward new political files must be uploaded manually* to the station's OPIF.

• Existing political files are not required to be upload to the OPIF (but may be manually uploaded by the licensee).

9. FCC investigations and complaints (retain until notified in writing that the material may be discarded): Material that licensee is aware of, has a substantial bearing on an FCC investigation or complaint to the FCC involving the station. The FCC may direct that some of the material in this category be excluded from the public file.

Must manually upload this information (check with your lawyer or broadcast association).

10. Issues/Programs lists (retain until final action taken on the next license renewal application): Quarterly lists of programs aired during the preceding quarter that provided the most significant treatment of community issues.

Must manually upload this information.

11. Donor lists for non-commercial educational (retain for two years from the date of the broadcast of the specific program reported): Lists of donors that have supported specific programs aired.

Must manually upload this information.

12. Local public notice certifications and announcements (retain for as long as the application to which it refers): Certifications regarding on-air announcements that are filed during license renewal.

Must manually upload.

13. Time brokerage agreements (retain for as long as contract or agreement in force): Contracts that allow a party other than the station's owner to provide more than 15 percent of weekly programming (this includes HD channels). Sometimes referred to as Local Marketing Agreements or LMAs. Confidential or proprietary information, may be redacted from these.

Must manually upload.

14. Joint sales agreements (retain for as long as contract or agreement in force): Contracts that allow a party other than the station's owner to sell advertising time on the station. Confidential or proprietary information may be redacted from these documents.

Must manually upload.

15. Sponsorship Identification - Political Matter and Controversial Issues of Public Importance (retain for two years): List of the chief executive officers of the executive committee or board of directors of any entity that has paid for broadcast programming that is "political matter or matter involving the discussion of a controversial issue of public importance."

• *Going forward new public and political files must be uploaded manually* to the station's OPIF.

• Existing political files are not required to be upload to the OPIF.