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## Memorandum

**TO:** Client Stations Management and Staff

**FROM:** Ernest Sanchez  
The Sanchez Law Firm P.C.

**DATE:** November 19, 2014

**SUBJECT:** Required Contents of Public File for NCE Radio Stations

This memorandum provides a basic checklist and guide for compliance with the FCC Local Public File requirements that are applicable to NCE radio stations. It indicates which documents must be kept in each category and how long each category of documents must be retained.

**1. Authorizations**

- Current license (and/or Construction Permits, as applicable)
- Subsequent modifications or conditions placed on license

**Retain:** until it is superseded by a new authorization (e.g., CP is superseded by license)

**2. Applications**

- all applications filed with FCC for any purpose (including main studio rule waiver requests), along with:
- all related exhibits and other documents, amendments, correspondence with FCC regarding the application,
- if any petition to deny any application is filed, then include a written statement indicating that a petition to deny was filed, along with the name and address of the party that filed the petition
- all decisions on applications, initial and final

**Retain:** until final action is taken by FCC on the application, petition, or for as long as waiver is in effect.

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**3. Service Contour Maps**

- all such maps that were submitted with any applications
- information on any application showing main studio and transmitter location

***Retain: for as long as map or info is current***

**4. Ownership Report**

- most recent full ownership report
- subsequent certifications of continued accuracy (these are filed instead of Ownership Report if there has been no change in ownership or governance since last Ownership Report was filed)

***Retain: until superseded by a new complete report***

***Note: Ownership Reports (Form 323-E) must be filed every two years on or before the anniversary date of the station's renewal filing date.***

**5. A current list of, or copies of, all contracts listed in the most recently-filed Ownership Report:**

- Articles of incorporation or amendments
- bylaws and amendments to bylaws
- partnership, LLC, or association agreements
- trust agreements or voting proxies
- mortgage or loan agreements if they limit operational freedom
- agreements that provide for or reflect changes in officers or directors
- management consulting agreements
- time brokerage agreements or LMAs with parties if station has overlapping contours

***Retain: if list, until replaced by updated version;  
if agreements themselves, so long as remain in effect***

**6. Political file:**

- List of requests for broadcast time or for political candidates
- Disposition of requests, including schedule of spots, when aired
- Record of all free time provided to political candidates
- List of executive officers, members of executive committee and board of directors of all organizations paying for or furnishing programming that is political or that discusses controversial issues of public importance

***Retain: for two years***

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**7. EEO Public File:**

**Annually, place a summary of the following information in the public file, as part of EEO public file report:**

- List with job title of all full-time hires
- Name, address, contact person, and telephone number of each recruitment source used to fill each vacancy (including each referral organization that has applied for notification of vacancies)
- Recruitment source that referred each person hired for full-time job vacancies
- Total number of interviewees for each full-time vacancy and number of interviewees referred by each recruitment source
- A list and brief description of each outreach initiative undertaken

***Retain: until grant of next renewal or license assignment becomes final.***

**8. "The Public and Broadcasting - A Procedural Manual" (Latest version)**

***Retain: until updated manual published***

**9. Quarterly Issues/Programs Lists:**

- Place quarterly list in file on or before January 10, April 10, July 10, October 10<sup>1</sup>

***Retain: until grant of next renewal becomes final***

**10. Compliance certificates (broadcast of local Notice of Renewal Applications)**

***Retain: until grant of renewal becomes final***

**11. FCC Investigations or Complaints**

***Retain: until notified by FCC***

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<sup>1</sup> If you wish guidance on Issue/Program Lists issues, ask for our firm's Issues/Programs list memorandum. We can also assist in compliance efforts in this area.

12. Donor lists:

- Lists of primary donors that underwrite **specific programs**.

**Retain:** two years

**Note:** *The term "donor lists" does not include subscribers/members who simply make a donation or pledge in connection with a particular program or while listening to a particular program or who say they like and are supporting you because of a particular program. It means underwriters who provide support earmarked for a particular program.*

13. FCC Correspondence:

- All correspondence that has been sent or received from the FCC regarding any of the above topics.

**Retain:** As long as you are supposed to retain the documents or forms to which the correspondence relates. Please feel free to discuss with us.