

**NEW ON-LINE PUBLIC FILE REQUIREMENTS  
START 3/1/18**

Or,

I'm from the government and  
I'm here to help you

# REQUIRED DOCUMENTS

## **FCC Automatically Provides:**

1. Station License
2. FCC Applications Filed By Station
3. Station Contour Map
4. Ownership Reports
5. “The Public and Broadcasting” Manual

# REQUIRED DOCUMENTS

## Station Must Provide:

1. Quarterly Issues/Programs Lists starting with first calendar quarter after the most recent license renewal grant
2. EEO Documents generated after the most recent license renewal grant, such as EEO Audit letters from the FCC and your responses, and Section 73.2080 docs

# REQUIRED DOCUMENTS

3. Political File (if any)
4. Lists of Donors who contributed to sponsor a particular program on the station (NCE stations only); donors who “underwrite” generic portions of the broadcast day don’t have to be on this list
5. Local Public Notice Announcements (such as station sales or renewal time notices)

# REQUIRED DOCUMENTS

6. Material relating to FCC investigations or complaints (such as a “Notice of Violation”, and the Station’s response).

# RETENTION REQUIREMENTS

1. Issues/Programs: Entire License Term
2. EEO Documents: Entire License Term
3. Political File: 2 Years
4. Donor Lists: 2 Years
5. Public Notices: As Long as the Application referred to is pending
6. FCC Investigations: Until FCC informs you

# NEW NCE STATION REQUIREMENT

## Information on Third–Party Fundraising:

For noncommercial educational broadcast stations that interrupt regular programming to conduct fundraising activities on behalf of a third-party non-profit organization, a quarterly list must be prepared, commencing with the 4<sup>th</sup> quarter of 2017, due within 10 days of the end of the quarter, that contains the following information for each such program or activity:

- **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 supported by the fundraiser;**
- **to the extent that the station participated in tallying or receiving any funds for the non-profit group, an approximation of the total funds raised.**

# COMMERCIAL STATIONS ONLY

Commercial stations (not NCE stations) are also required to include the following documents:

1. Time Brokerage Agreements (if any)
2. Joint Sales Agreements (if any)
3. Agreements Between the Station and Listeners (if any)

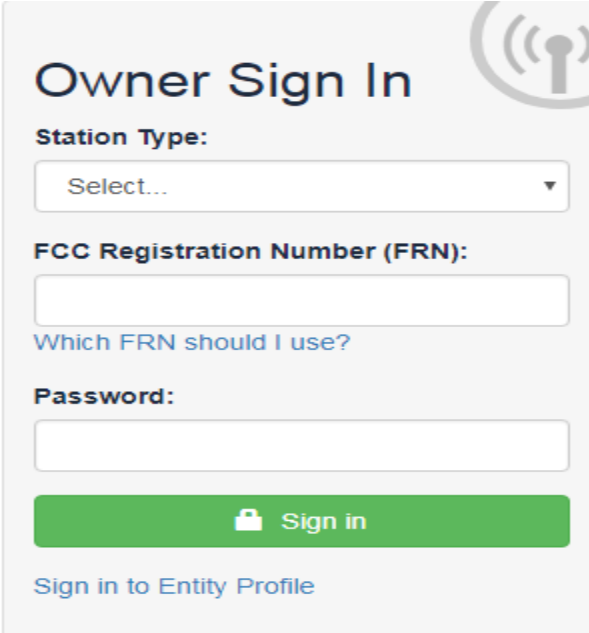



# **CORRESPONDENCE FILES NO LONGER PART OF THE PUBLIC FILE**

On February 23, 2017, the FCC eliminated the requirement that commercial station licensees place correspondence from the public in FCC public files.

# ON-LINE PUBLIC FILE LOG-IN

<https://publicfiles.fcc.gov/admin/owner-login/>




Owner Sign In 

**Station Type:**

**FCC Registration Number (FRN):**

[Which FRN should I use?](#)

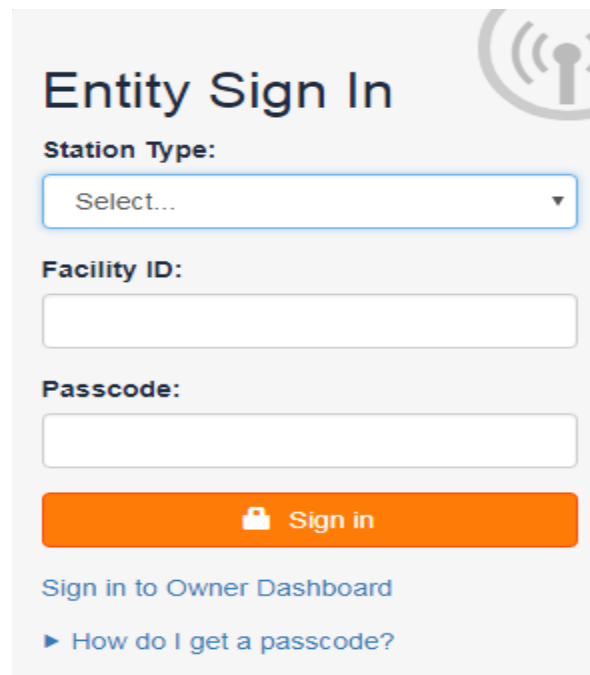
**Password:**

 Sign in

[Sign in to Entity Profile](#)

# STATION LOG-IN

<https://publicfiles.fcc.gov/admin/>




The image shows a mobile application interface for logging into an entity. The form is titled "Entity Sign In" and includes a station type dropdown menu, facility ID and passcode input fields, a sign in button, and a link to the owner dashboard. A help link is also present at the bottom.

**Entity Sign In**

**Station Type:**  
Select...

**Facility ID:**

**Passcode:**

 Sign in

[Sign in to Owner Dashboard](#)

[▶ How do I get a passcode?](#)

# HOME PAGE

Place Mouse Cursor Over the Tab:  
“Manage Public Inspection Files”



Then Click on the Category of the  
Document You Want to Upload

# LOGO BOX

By clicking on “Basic Station Information”, the following will show up:

AM RADIO PROFILE  
**KWTL** GRAND FORKS, ND  
Frequency **1370.0** | Channel | Facility ID **69201**



Click on the lower right hand corner of the “logo box” to open up a page which allows you to insert a station logo and provide the FCC and the public with basic station information:

# FILL IN THE BLANKS

Main Studio Contact

Manage Station Logo

Access Token

Contact Name:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Phone & Ext:

Fax:

E-Mail:

Station Web site URL:

# DOCUMENT FORMAT

The FCC's instructions indicate that it wants you to upload documents in their "native format". This means that, unlike the CDBS filing system where all attachments must be converted by the applicant to PDF, the new public file system will accept and convert documents created and saved in Microsoft Word.

**For Further Information:**

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