

Office of The Chancellor
Formerly Vice Chancellor for University Relations
University Marketing and Communications
WSIE

180.001 FCC Public Inspection File

Dates: 1972-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by name

This record series consists of files retained for the FCC and the public for inspection. These files include the following:

NONCOMMERCIAL PUBLIC INSPECTION FILE CHECKLIST

A noncommercial station licensee must maintain the following documents in the public file:

- A) Station Authorization: A copy of the current FCC authorization (technical license), as well as any documents modifying or placing conditions on it. Also, a copy of the station's most recent renewal authorization. (A licensee also must continue to post original licenses at the transmitter control point.)
- B) Applications and related materials: A copy of any pending applications, as well as any correspondence between the FCC and the licensee relating to those applications (i.e., amendments, letters from FCC requesting additional information, petitions to deny, objections, etc.).
- C) Waivers: Copies of the FCC letter decisions granting the station a rule waiver, including, for satellite/repeater stations, waivers of the main studio rule.
- D) Contour maps: Copies of current service contour maps submitted with any FCC application, along with other information in the application showing service contours, main studio location and/or transmitter location.
- E) Ownership reports: The most recent, complete Ownership Report filed with the FCC on Form 323-E
- F) Contracts: Either (a) copies of all contracts and corporate documents required to be filed with the FCC or (b) an up-to-date index or list of such documents, provided that the licensee makes available copies to requesting parties within seven days.
- G) Political file: Records required by Section 73.1943 of FCC rules. The political file must be maintained separately from other documents in the public file.
- H) Equal employment opportunity file: A copy of all annual employment reports, and other materials required by the FCC's current employment rules, filed by the licensee dating from the last renewal grant.

- I) “The Public and Broadcasting” Manual: A copy of the most recent version of this manual must be retained in the public file, and a copy must be provided free of charge to requesting parties.
- J) Material relating to FCC investigation or complaint: Any material concerning a matter which is the subject of an FCC complaint, investigation or proceeding.
- K) Issues/programs lists: Quarterly issues/programs lists for each quarter of every year dating from the last renewal grant.
- L) Local public notice announcements: A copy of the statement certifying that the licensee complied with local public notice requirements for renewal announcements (including date, time and ext of pre-and post- filing notices).
- M) Donor Lists: The lists of donors supporting specific programs
- N) Must-carry requests (television only): A statement of a noncommercial television station’s request for mandatory carriage on any cable system and any relevant correspondence.

Recommendation:

- A) Station authorization: These materials must be retained in the file until superseded by a new authorization, then disposed of provided all audits have been completed, if necessary, and no litigation is pending or anticipated
- B) Applications and related materials: Retain until action on the application has become final, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- C) Waivers: Applications that seek a waiver of any rule and waiver grants must be retained in the public file so long as the waiver is in effect, then disposed of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- D) Contour maps: Retain until current map is superseded, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- E) Ownership reports: Retain until superseded by a new, complete Ownership Report, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- F) Contracts: Retain until current contract has expired, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- G) Political file: Retain for two years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- H) Equal employment opportunity file: Retain until grant of the next renewal application becomes final, then dispose of

provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

- I) "The Public and Broadcasting" Manual: Retain until superseded by most recent copy, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- J) Material relating to the FCC investigation or complaint: Retain until the licensee is notified by the FCC that the material may be discarded, then dispose of provided all audits have been completed and no litigation is pending or anticipated.
- K) Issues/programs lists: Retain until grant of the next renewal application becomes final, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- L) Local public notice announcements: Retain for the same period of time as the renewal application to which it refers, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- M) Donor Lists: Retain for two years from date of the broadcast of the specific program, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
- N) Must-carry requests (television only); Retain for the duration of the period to which the statement applies, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 02/16/11

180.002 through 180.007 moved from 07-09 (old numbers 745.001-745.007)

180.002 Emergency Broadcast/Authorizations (Agency Record Copies)

Dates: 1986-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This series consists of the authorization forms from the FCC that allows WSIE to broadcast emergency messages and bulletins.

Application 07-10

Recommendation: Retain in office for two (2) years following the expiration and/or renewal of the authorization(s), then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

180.003 F.C.C . Licensing Files (Agency Record Copies)

Dates: 1986-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This series contains applications for FCC License, copies of actual licenses issued to the station from the FCC, all files of license modifications (increases in power, etc.), and all related correspondence. Licenses are renewable every seven (7) years.

Recommendation: Retain in office for eight (8) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

180.004 Music Logs (Originals)

Dates: 1992-
Volume: 4 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of a daily computer generated play list of which songs were played on the air.

Application 07-10

Recommendation: Retain in office until superseded, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

180.005 Notification from the FCC of Receipt of Radio License Renewal (Agency Record Copies)

Dates: 1986-

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

Recommendation: Retain in office for one (1) year then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

180.006 Operation Logs (Originals)

Dates: 1990-

Volume: 2 ½ Cubic Feet

Annual Accumulation: ¼ Cubic Feet

Arrangement: Chronological

This record series consists of a log that indicates how the transmitter is performing. The log also provides space for the board operator to sign-on remarks by operator, etc. (The FCC requires a minimum retention period of two years for this record series.)

Recommendation: Retain in office for two (2) years, then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

Application 07-10

180.007 Program Logs (Originals)

Dates: 1990-
Volume: 29 ½ Cubic Feet
Annual Accumulation: 3 ¼ Cubic Feet
Arrangement: Chronological

These are daily computer printout logs that show the daily activity and directives to the operators.

Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

180.008 Station Administration and Operation Subject Files (Agency Record Copies)

Dates: 1986
Volume: 4 Cubic Feet
Annual Accumulation: ¼ Cubic Feet
Arrangement: Alphabetical

This record series consists of copies of previous applications to the FCC for radio license and radio station license, technical operations material, programming information, correspondence from the public, written requests by political candidates for air time, and ownership reports. This series is maintained and used in close conjunction with item 745.002 ("FCC Licensing Files").

Recommendation: Retain in office for eight (8) years then dispose of providing all audits (state and federal) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08