

## PUBLIC FILE POLICY

- Public broadcasting stations are required to maintain the following materials in the public file:
  - The License
  - Applications and Related Materials
  - Contour Maps
  - Material Relating to an FCC Investigation or Complaint
  - Ownership Reports and Related Material
  - List of Contracts Required to be Filed with the FCC
  - Political File
  - EEO Materials
  - “The Public and Broadcasting”
  - Quarterly Programming Reports
  - Lists of Donors
  - Local Public Notice Announcements
  - Must-Carry Requests
  - DTV Transition Consumer Education Activity Reports
  
- Public Files are available for review 8am-5pm, Monday through Friday. Appointments are suggested, but not required. The files are located in the office of the General Manager’s Administrative Assistant, in the middle set of lateral file cabinets. The files for the TV stations are located in the third drawer, and the files for all the radio stations are located in the fourth drawer.
  
- Members of the public are permitted to go through the files, in the presence of a WOSU staff person\*.
  - Only one file at a time may be removed from the drawer.
  - Only the staff person may remove something from the folder for examination, and the staff person must be the one to replace it.
  
- Copies of items in the public files will be supplied upon request, at a cost of \$.05 per copy. WOSU must supply the copies within five business days.
  
- A copy of the *Public and Broadcasting Procedural Manual* will be supplied free of charge upon request. There is a copy in the very first file folder of the third drawer that may be used for copying purposes. This copy is not itself a part of the public file.
  
- We are not permitted to give ratings information because that is proprietary information belonging to the ratings organizations.

WOSU Audited Financial Statements and Employment Statistical Reports are located in the Office of the Director of Business Operations and are available for review in accordance with the above policy.

(\*Staff members with responsibility for disseminating information from the public files are Joan Duffey and Mary Alice Akins.)

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