TENNESSEE ASSOCIATION OF BROADCASTERS
2025 ONLINE PUBLIC INSPECTION FILE CHECKLIST

This checklist is specifically prepared for radio (AM/FM) and television (full power and Class A) stations licensed to Tennessee. All stations must upload all public file materials to the FCC's **Online Public Inspection Files (OPIF)** at: https://publicfiles.fcc.gov/. Unless otherwise noted, all documents must be retained for the duration of the station's license term but may be removed once the station's license renewal grant is final.

Note: All electronically filed applications and reports, which are listed in categories below preceded with a "(↑)", are automatically uploaded to the OPIF by the FCC. Any applications or reports not filed electronically that must be included in the OPIF, however, must be manually uploaded.

☐ **Station Contact Information:** All stations must list the current licensee or studio address and telephone number, and the email address of the station's designated contact for public file questions. TV stations must also list contact persons for: (i) closed captioning inquiries (with phone number and email address); and (ii) carriage election matters (with email address).

☐ **(↑) Applications.** All pending applications and related materials, and, if any petition to deny was filed against an application, a statement describing such filing, including the name and address of the petition, until final action has been taken on the application. All waiver requests and authorizations must be retained as long as a waiver in in effect. A renewal application granted on a short-term basis must be retained until final action is taken on the next renewal application. Certain station modification applications must also be posted on the station's website.

☐ **(↑) The Public and Broadcasting Manual.**

☐ **(↑) Contour Maps.** Current service contour maps, prepared by the FCC.

☐ **Annual EEO Public File Reports.** Except for employment units with fewer than 5 full-time employees, licensees must annually post on **April 1st**, for the time periods listed below, a report which contains: (i) a list of all full-time vacancies by job title; (ii) recruitment sources used to fill each vacancy identified by name, address, contact person, and telephone number; (iii) recruitment source that referred the hiree for each full-time vacancy; (iv) total number of persons interviewed for full-time vacancies and total number of interviewees referred by each recruitment source; and (v) list and descriptions of EEO supplemental outreach initiatives. The current year's report must cover the period of **4/1/2024 to 3/31/2025**. The report must also be posted on the station's website, if any.

□ Radio and TV Stations – April 1, 2025 (for 4/1/2024 to 3/31/2025)
□ Radio and TV Stations – April 1, 2024 (for 4/1/2023 to 3/31/2024)
□ Radio and TV Stations – April 3, 2023 (for 4/1/2022 to 3/31/2023)
□ Radio and TV Stations – April 1, 2022 (for 4/1/2021 to 3/31/2022)
□ Radio Stations Only – April 1, 2021 (for 4/1/2020 to 3/31/2021)

☐ **Issues/Programs Lists.** Lists of the community issues and the programs that have provided the station's most significant treatment of the issues during each preceding calendar quarter, including time, date, duration, brief description, and title of each program.

2025:	□ January 10	□ April 10	□ July 10	□ October 10
2024:	□ January 10	□ April 10	□ July 10	□ October 10
2023:	□ January 10	□ April 10	□ July 10	□ October 10
2022:	□ January 11	□ April 12	□ July 12	□ October 12
2021:	□ January 11	□ April 12	□ July 12	□ October 12
2020:				□ October 10

☐ **(↑) FCC Form 323 or 323-E Ownership Report.** The most recent FCC Form 323 or 323-E, along with either a list or copies of all contracts and instruments required to be listed in biennial ownership reports, including documents affecting ownership or control (e.g., articles of incorporation, bylaws, loans, security agreements, etc.), television network affiliation agreements, and certain personnel agreements. The list or copies must be kept current with new agreements. **Note: All stations will be required to file their 2025 Biennial Ownership Reports between 10/1/2025 and 12/1/2025, which will be automatically uploaded to each station's OPIF upon filing.**

☐ **Materials relating to FCC Investigations or Complaints.** Upload all material relating to pending and resolved FCC investigations or complaints, until notified by the FCC in writing that the material may be discarded.

☐ **Foreign Government-Programming Disclosures.** Upload documentation programming (program name, date/time aired, and text of disclosure) aired during the preceding calendar quarter under an air-time lease agreement that was sponsored, paid for, or furnished by – either directly or indirectly – a foreign government or an agent thereof.

2025:	□ January 10	□ April 10	□ July 10	□ October 10
2024:	□ January 10	□ April 10	□ July 10	□ October 10
2023:	□ January 10	□ April 10	□ July 10	□ October 10
2022:		□ April 12	□ July 12	□ October 12

Commercial Television Stations Only:

☐ **(↑) Children's Television Programming Reports.**

2025: □ January 31 (2024 Annual Report)
2024: □ January 31 (2023 Annual Report)
2023: □ January 31 (2022 Annual Report)
2022: □ January 31 (2021 Annual Report)

☐ **Records on Commercial Limits in Children's Programming**. Records substantiating compliance with children's programming commercial limits and website compliance information must be uploaded on the same schedule as Children's Television Programming Reports.

☐ **Current Must Carry/Re-Transmission Consent Election Notices.**

Noncommercial Educational (NCE) Stations Only:

☐ **Donor Lists and Third-Party Fundraising.** For a period of 2 years, NCE stations must maintain updated lists of donors for specific programming, and information on 3rd party fundraising, which must be uploaded on the same schedule as Issues/Programs Lists.

Commercial Stations Only (TV and Radio):

☐ **Time Brokerage and Shared Services Agreements.** Time brokerage agreements (for both radio and TV stations); HD radio subchannel agreements; and (for TV only) digital multicast/channel share agreement and station shared services agreements, if any.

☐ **Station Website Link.** A link from the home page of a station's website (if any) to the station's OPIF, and contact information for the station's representative that can assist persons with disabilities.

☐ **The Political File**. Political candidate time requests, sponsorship identification for political matters of national importance, ancillary documents, disposition of requests records, and records of candidate free time. **Note: Materials must be uploaded to station's OPIF by the next business day and must be retained for 2 years.**

Class A TV Stations Only:

☐ **Documentation of Class A TV Continuing Eligibility.** Uploaded at least annually. **Note: The FCC has proposed that this certification be uploaded quarterly on the same schedule as Issues/Programs Lists.**

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