

Compliance Checklist 2021

We recommend you use the checklist below as a guide to your station's compliance with the Communications Act and to ensure your station makes the required documentation available as required by the General Provisions.

	Date
<p><input type="checkbox"/> Open Meetings</p> <p>Must provide 7-days' advance notice of open board, board committee and CAB meetings by:</p> <ul style="list-style-type: none"> (a) posting notice on the station website; (b) broadcasting notice on-air between 6 a.m. and 11 p.m., as shown by the station's log; (c) placing notice in the "Legal Notices" of a local newspaper in general circulation in primary coverage area; or (d) a recorded announcement accessible on the station's phone system. 	
<p><input type="checkbox"/> Closed Meetings</p> <p>Must document and make available to the public the specific reason(s) for closing a governing body and its committee meetings, either at the station's central office or on its website, within 10 days of the closed meeting.</p>	
<p><input type="checkbox"/> CAB Advice</p> <p>CAB must advise station's governing body whether the station's programming and significant policies are meeting the specialized educational and cultural needs of the communities served by the station, and to make recommendations the CAB deems appropriate to meet such needs.</p>	
<p><input type="checkbox"/> CPB's Employment Statistical Report</p> <p>Must be made available for review by the public at the station's central office and each location with 6 or more full-time employees.</p>	

<input type="checkbox"/>	<p>Donor Information</p> <p>Stations that share donor/contributor’s personal information with a Non-affiliated Third Party must:</p> <ul style="list-style-type: none"> (a) clearly and conspicuously notify donor/contributor that the station may release its Personal Information to Non-affiliated Third Parties; (b) advise the donor/contributor before any disclosure that they have the right not to have this Information disclosed; and (c) explain to the donor/contributor how to exercise that non-disclosure option. 	
<input type="checkbox"/>	<p>Station Senior/Executive Management</p> <p>Names, titles and contact information must be listed on the station website.</p>	
<input type="checkbox"/>	<p>Governing Body</p> <p>Names must be listed on the station website.</p>	
<input type="checkbox"/>	<p>CAB Members</p> <p>Names must be listed on the station website.</p>	
<input type="checkbox"/>	<p>Financial Statement</p> <p>Most recent audited or unaudited financial statement, if permitted, must be posted on the station website.</p>	
<input type="checkbox"/>	<p>AFR or FSR</p> <p>Most recent AFR or FSR must be posted on the station website.</p>	
<input type="checkbox"/>	<p>Diversity Statement</p> <p>Must be posted on the station website or made available at the station’s central office.</p>	
<input type="checkbox"/>	<p>Local Content and Services Report</p> <p>Must be posted on the station website or made available at the station’s central office.</p>	
<input type="checkbox"/>	<p>Harassment and Bias Prevention Training</p> <p>Annual training for all officers, employees and interns.</p>	
<input type="checkbox"/>	<p>CSG Training</p> <p>Stations must attend at least one live webinar or in-person CBP-sponsored session annually.</p>	

