

# Compliance Checklist

## 2018

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>1. <b>Open Meetings:</b> Must provide 7-days' advance notice of open board, board committee and CAB meetings by:</p> <ul style="list-style-type: none"><li>(a) posting notice on the station website;</li><li>(b) broadcasting notice on-air between 6 a.m. and 11 p.m., as shown by the station's log;</li><li>(c) placing notice in the "Legal Notices" of a local newspaper in general circulation in primary coverage area; or</li><li>(d) a recorded announcement accessible on the station's phone system.</li></ul>	
<p>2. <b>Closed Meetings:</b> 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>3. <b>CAB Advice:</b> 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>4. <b>CPB's Employment Statistical Report:</b> Must be made available for review by the public at the station's central office and each location with 6 or more employees.</p>	
<p>5. <b>Donor Information:</b> Stations that share donor/contributor's personal information with a Non-affiliated Third Party must:</p>	

<p>(a) clearly and conspicuously notify donor/contributor that the station may release its Personal Information<sup>1</sup> to Non-affiliated Third Parties<sup>2</sup>;</p> <p>(b) advise the donor/contributor before any disclosure that they have the right not to have this Information disclosed; and</p> <p>(c) explain to the donor/contributor how to exercise that non-disclosure option.</p>	
<p><b>6. Station Senior/Executive Management:</b> Names, titles and contact information must be listed on the station website.</p>	
<p><b>7. Governing Body:</b> Names must be listed on the station website.</p>	
<p><b>8. CAB Members:</b> Names must be listed on the station website.</p>	
<p><b>9. Financial Statement:</b> Most recent audited or unaudited financial statement, if permitted, must be posted on the station website.</p>	
<p><b>10. AFR or FSR:</b> Most recent AFR or FSR must be posted on the station website.</p>	
<p><b>11. Diversity Statement:</b> Must be posted on the station website or made available at the station's central office.</p>	
<p><b>12. Local Content and Services Report:</b> Must be posted on the station website or made available at the station's central office.</p>	
<p><b>13. Harassment Prevention Training:</b> Annual training for all officers, employees and interns.</p>	
<p><b>14. CSG Training.</b> Stations must attend at least one CBP-sponsored session annually.</p>	

<sup>1</sup> Defined in the General Provisions.

<sup>2</sup> Defined in the General Provisions.