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ABSTRACT

To aid the public in obtaining information and documents from the files of the Federal Communications Commission (FCC) this guide, written with assistance from the FCC staff, explains which office to approach and in what form to make the request. Ways to obtain information by visiting the FCC are explained along with methods for obtaining information by mail. The various FCC releases and publications are outlined and methods of obtaining them from the FCC public information office, Government Printing Office, and National Technical Information Service are described. A guide to FCC reference files covers the dockets branch, minutes and rules branch, broadcast bureau, and cable television bureau. Information available under the Freedom of Information Act is explained. Appendixes include a list of useful addresses and telephone numbers from both Washington and regional offices. (SK)

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INSIDE THE FCC: A GUIDE FOR INFORMATION SEEKERS

This guide, written with the assistance of several members of the Federal Communications Commission's staff, is intended to provide nuts-and-bolts suggestions to aid you in obtaining information and documents from the FCC. Frequently, the key to obtaining information from FCC files depends upon knowing which office to go to and in what form to make your request.

This guide presupposes that you are familiar with the many types and sources of FCC decisions, know how to use such publications as Fike & Fischer Radio Regulation, Broadcasting Yearbook and Television Factbook, and have an understanding of FCC procedure in hearings and rulemaking proceedings. In this connection, we call your attention to two excellent articles on broadcast research in the Spring, 1973 issue of the Journal of Broadcasting: Joseph M. Foley, "Broadcast Regulation Research: A Primer for Non-Lawyers" (pp. 147-155) and Don R. Le Duc, "Broadcast Legal Documents: A Four Dimensional Guide" (pp. 133-146).

Keep in mind that there is much information available for you at the FCC which is not mentioned in this guide--primarily because such information is not maintained in any systematic way. Once you have exhausted the informational sources references in this guide, we suggest you contact whichever office appears to relate most closely to the information you want, and seek the assistance of the staff in locating additional material. Do not hesitate to call the FCC. If you contact the wrong office, generally the staff will help you locate the office you need.

The guide focuses on broadcasting and cable, although some of the suggestions will be useful in research involving the Common Carrier and Safety and Special Radio Services Bureaus. We have tried to include suggestions on obtaining information which will be useful whether you travel to Washington, D.C., to "walk the halls" of the Commission or do your research from a distant city. The first section of this guide offers some suggestions for conducting research at the FCC, including making plans for a trip to the Commission and methods for getting information mailed to you. (Appendix A lists the names and telephone numbers of the offices mentioned in this guide.)

Erwin G. Krasnow and G. Gail Crotts

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SECTION I: CONDUCTING RESEARCH AT THE FCC

A. Planning a Trip to the FCC.

If you are planning a trip to the FCC, consider calling or writing in advance the particular office(s) you intend to visit. In some cases, files may have to be brought back to the FCC's Washington offices from the Record Center in Suitland, Maryland --you should allow two to three weeks for the staff to get such files. Even if the files are in Washington, it may be wise to let the staff know that you are coming so that they will have the files ready for you.

Appendix A contains the addresses and the telephone numbers of offices mentioned in this guide; Broadcasting Yearbook and TV Factbook also contain similar information. Another useful publication is the FCC Telephone Directory which, in addition to telephone and room numbers of individuals arranged alphabetically, contains functional listings, identifies contact persons by subject areas, and lists the telephone numbers of other governmental agencies. Copies of the current FCC Directory may be purchased for \$.45 from ABS Duplicators, Inc. (see following subsection).

We suggest that you do as much research as possible prior to your visit, using such sources as the Federal Register, FCC Reports, Pike & Fischer, and other publications available at your local library. When in Washington, you may continue such research at the FCC Library, Room 639. The Library has over 29,000 books and over 100 periodicals on research and technical subjects, economics and the mass media. The Library also keeps a legislative history of the Communications Act and congressional hearings involving the FCC. Keep in mind that some information on broadcasting may be available locally, since broadcast stations are required to make certain documents available to members of the general public. (See Section 1.526 of the Commission's Rules and Regulations.)

FCC office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. All offices, including the FCC Library, are closed on Saturdays, Sundays, and Federal holidays.

B. Duplicating.

On Your Own. Five photocopying machines are available at the FCC for use by members of the public. Two are in the Broadcast Public Reference Room (239); the others are in the Cable Public Reference Room (6218), the Common Carrier Bureau (Room 541), and the Safety and Special Radio Services Bureau (Room 5317).

The cost is 10 cents per page. (The ABS representative located in the Broadcast Public Reference Room will make change for you; or you can get change from the bank on the first floor of the 1919 M Street building.)

Using the Official Duplicating Firm.* The official firm is currently:

ABS Duplicators, Inc.
1732 Eye Street, N.W.
Washington, D.C. 20006
(202) 298-5537

ABS representatives are located on the left-hand side of the Broadcast Public Reference Room. They charge six cents per page to duplicate material--but there is a \$3.00 minimum charge on all orders. If you have over 30 pages to be duplicated, it will be cheaper to use ABS rather than paying 10 cents per copy for the machines in the Public Reference Room.

In addition to duplicating materials, ABS will locate the files you need if you are unable to visit the FCC personally. The charge for such "research" is \$5.00 per hour. There is also a \$3.00 minimum charge on all orders. ABS provides a number of subscription services; write to them for a price list.

C. Transcripts.

The FCC will now permit you or an outside duplicating firm to make a photocopy of transcripts. Transcripts of hearings and oral arguments must be obtained directly from the official reporter that had the contract at the time the particular hearing in which you are interested was held.

The official reporter from 1969 to August 1, 1974, was:

CSA Reporting Corp.
300 - 7th Street, S.W.
Washington, D.C. 20024
(202) NA 8-2345

Since August 1, 1974, the FCC official reporter has been:

National Reporting Co., Inc.
2009 N. 14th
Arlington, Virginia 22201
(703) 525-1835

For hearings held prior to 1969, contact the Public Information Office which can tell you the name of the firm which had the contract at the time of the hearing in which you are interested.

*The FCC's contract with a duplicating firm is made each March; check with the Public Information Office to see which firm has the contract after March, 1975.

You may order a transcript from the reporting firm by telephone, but it is preferable to send the request in writing. Usually the order is processed in a few days--depending upon how easily the material can be located. You will receive a bill along with the transcript, or possibly after the transcript has been sent. The cost of a transcript depends upon the contract agreement at the time the transcript was first made. Count on at least 20 cents per page. In general, the reporting firm will only send a complete transcript; however, if the transcript runs 500 or so pages and you only want pages 125 to 225, specify by page number that portion of the hearing. When ordering a transcript, include the docket number, the title of the case, and the date of the hearing (see Dockets).

SECTION II: FCC RELEASES AND PUBLICATIONS

The two major sources for obtaining FCC publications are the FCC Public Information Office (PIO) and the Government Printing Office (GPO). See Appendix A for addresses and telephone numbers.

A. FCC Public Information Office (PIO) (Rooms 202/207).

Daily Releases. PIO distributes Public Notices, News Releases, and texts of decisions twice daily: 11:00 a.m. and 3:30 p.m. in Room 207. The daily releases summarize FCC decisions, staff actions, filings, applications, hearing calendars, and reports of various legal and technical activities. The PIO does not maintain any mailing lists. Commercial firms will mail you daily a copy of the Public Notices and News Releases (but not the texts of decisions and speeches of Commissioners) for \$15.00-25.00 a month. The PIO will furnish you with a list of such firms. (ABS provides this service for \$15.00 per month plus postage.) PIO keeps copies of releases dating back to the 1950's. In many cases, you will be given a copy of the release without a duplicating fee; if the release is lengthy, you may be referred to ABS to have the document photocopied. In asking for a release, give the PIO as much information about the item as possible (e.g., the subject matter, date, type of action, etc.).

Texts of Decisions. Texts include Memorandum Opinions and Orders, Reports and Orders, Initial Decisions, Notices of Inquiry and Notices of Proposed Rule Making.

A news release is issued by the PIO immediately after an action is taken. The text for the particular decision is usually not available for distribution until a week or so later. Commercial firms do not pick up texts; you must request them separately. These texts will appear in the Federal Register and FCC Reports pamphlets.

Recorded Telephone Messages of Daily Releases. Call (202) 632-0002 for a recorded message giving the caption of releases

issued that day. The recording is made for releases and texts issued at 11:00 a.m., and then is revised to describe documents issued at 3:30 p.m. Since the recorded messages provide only highlights, they may prove to be of limited value.

Information Bulletins. The PIO publishes numerous Information Bulletins and fact sheets on various aspects of FCC activities and will furnish you with a list of 20 different Information Bulletins they maintain--including Bulletins entitled "Printed Publications" which provide information on the cost of various FCC and GPO publications. The cost information may be dated; call the PIO to confirm the prices listed in the Bulletins.

Speeches of Commissioners. The PIO recently began distributing--on a first come, first service basis--copies of Commissioners' speeches. If multiple copies of a speech are not in the file, you will probably be charged a duplicating fee.

Subject Files. The PIO maintains files categorized by certain subjects (e.g., subscription television, color television, fairness doctrine, etc.). The files are in no way comprehensive, but they do include those subjects which have been of major interest throughout the years of FCC regulation. These are historical files, and are only accessible if you can go to the Commission personally and explore them yourself.

Miscellaneous Documents. Periodic statistical reports on broadcast industry finances, political advertising, etc., Federal Register reprints of selected FCC decisions and policy statements, and letters sent by the FCC Secretary at the request of the Commission are available from the PIO.

Suggestions

Writing to the PIO. Do not include a self-addressed, stamped envelope; the FCC will pay the postage. If you need information immediately, you will get faster service by calling the PIO. The length of time it takes to fill your order depends mainly upon the difficulty of finding the document you want. Thus, the more information you can provide, the faster the service.

Multiple Copies of Documents. By law, no more than 50 copies of any publication may be given to a single party. However, one cannot normally obtain more than six copies from the PIO. You are encouraged to duplicate the documents yourself.

B. Government Printing Office (GPO).

FCC Reports--Subscription. Annual subscription rate: \$86.85. The FCC Reports are issued weekly in pamphlet form. Expect at least a two-month delay in receiving them. (If you need the text of a particular ruling or decision immediately, you will get

quicker service by writing the PIO rather than waiting for the document to be published in FCC Reports.)

FCC Reports--Volumes. Bound volumes of the FCC Reports are issued irregularly and are not available on a subscription or standing order basis. (A Cumulative Index of Volumes 1 through 15 and 15 through 25 of the Second Series is available and a cumulative index-digest for the First Series is under preparation.) The FCC Information Bulletin entitled "Printed Publications" lists the cost of back issues and bound volumes of the FCC Reports. GPO will also furnish you with a price list.

Federal Register. Subscription rate: \$5.00 per month, or \$45.00 per year. Keep in mind that in addition to FCC rulemaking and hearing orders, this publication contains documents from all Executive departments and offices, and other regulatory agencies.

FCC Annual Reports. The Annual Report is usually not available until the spring following the end of the fiscal year. The cost of the Annual Report varies from year to year; the GPO can furnish you with a price list. Order early; only a limited quantity is printed.

FCC Rules and Regulations. Chapter I of title 47 of the Code of Federal Regulations (CFR) includes the Commission's Rules and Regulations divided into four subchapters which are printed in separate volumes. The subchapters and current prices are as follows: Subchapter A, Parts 0-19: \$4.10; Subchapter B, Parts 20-69: \$5.20; Subchapter C, Parts 70-79: \$4.45; and Subchapter D, Parts 80-End: \$6.05. CFR is issued annually; the price will vary from year to year. The FCC's Rules and Regulations are also available in looseleaf form from GPO on a subscription basis; the purchase price includes a subscription to replacement pages reflecting changes in the rules until such time as the volume is revised. PIO or GPO will furnish you with a price list. The price list is also contained in the FCC Annual Report.

Communications Act and Related Materials. GPO sells a pamphlet containing the Communications Act of 1934, as amended, the Administrative Procedure Act, and other statutory materials pertaining to communications. Price: \$3.00 (Stock Number 0400-0264).

Suggestions

Methods of Payment. A Deposit Account with GPO provides the most convenient and efficient method of purchasing government publications. Although a Deposit Account can be established with a deposit of \$50.00, a check sufficient to cover purchases for six to twelve months is more practical. Such an account is especially useful for handling subscriptions. Since GPO prices are subject to change at any time, a Deposit Account takes the worry out of having

to send the exact amount when ordering. If you establish a Deposit Account you can order by telephone and charge purchases against your account number. To establish such an account, direct the deposit check to the attention of the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. (Warning: Do not wait to establish a Deposit Account until a publication is needed since the processing of a Deposit Account usually requires over a month.) Each Deposit Account is assigned an identifying number. GPO will provide you with depositors' order forms.

When Ordering. Give as much information as is known--such as GPO catalog number and/or stock number, and the full title. Bear in mind that GPO has over 25,000 publications available. Orders should be directed to the Superintendent of Documents. Be aware that it may take GPO two to six months to fill your order. •

GPO Bookstores. Appendix A lists GPO bookstores located outside Washington, D.C. These bookstores each have about 1,000 of the most popular titles, including such reference volumes as the U.S. Government Manual and the Congressional Directory. You can use your Deposit Account number when ordering from these bookstores; delivery from them is rapid. If you cannot visit one of these bookstores, call them to expedite an order. However, we do not recommend calling GPO in Washington, D.C.--your long-distance telephone bill may far exceed the cost of the publications requested.

Money-saving Ideas. Congressional publications such as hearings, bills, and reports often may be obtained free from Representatives, Senators, and the Clerks of Congressional committees. Also, Members of Congress might be helpful in assuring expedited action on your GPO order.

C. National Technical Information Service (NTIS).

NTIS is a service of the National Bureau of Standards, Department of Commerce, which serves as the central source for the sale of government-sponsored research and development reports, and other government analyses prepared by federal agencies, their contractors or grantees.

Federal agencies participate on a voluntary basis, paying NTIS a fee for each document they have stored. The criteria used by the FCC for storing a document with NTIS is the extent to which the document will be of interest to the public. If a particular report is of limited interest, the FCC will maintain a few copies; otherwise the documents are sent to NTIS.

NTIS sells technical and economic reports concerning communications that have been prepared by the FCC as well as other governmental agencies, in addition to radio and television licensee data that includes information on allocation of frequencies, call letters, and location of stations.

The charge for microfilm copies of documents is about \$2.25 per document. To purchase material from NTIS, payment may be by check, money order, or by charging an NTIS deposit account. Paper copies are about five cents per page.

NTIS publishes semi-monthly complete abstracts of new government-funded reports. Subject areas covered include aeronautics and aerodynamics, communication systems, and reprography and recording devices. There is an annual subscription fee of about \$10.00 for each category. The Monthly Catalog of Government Publications (a GPO publication) also lists NTIS material. In addition, NTIS provides a search service, based upon a subject index. Write to NTIS for details and a price list. When ordering from NTIS, give the accession number (if known).

SECTION III: FCC REFERENCE FILES

There is an abundance of files at the FCC, but it will take some persistence on your part to make sure that you have contacted the proper offices and asked the right questions. The following guide should be of help. If in doubt, ask a member of the Commission's staff--most are understanding and helpful.

A. Dockets Branch (Room 239).

Docket Files. A file is maintained for every hearing and rulemaking proceeding since the first docketed case of the Federal Radio Commission in 1928. In hearing cases, files contain applications, designation orders, motions, depositions, initial decisions, exceptions and briefs, transcripts of oral arguments, and Commission decisions. In rulemaking proceedings, the files contain the petition or request for rule making, notices of proposed rule making, comments, reply comments, orders, and reports of the Commission's final actions.

History Cards. History Cards are a convenient summary of documents filed and actions taken in the docket. They are also useful in locating particular documents, since many docket cases have several volumes (e.g., Docket 8736 on color TV resulted in 204 volumes). You will save time in locating the pertinent History Cards if you know the docket number or the FCC number assigned to the decision. (Docket numbers are now up to a five digit number; the docket number should not be confused with the FCC number, which is used as a reference to the FCC Reports, and will have the year plus the number of the document--FCC numbers are assigned consecutively, such as FCC 74-341, 74-342, etc.). In many instances, if you inform the Dockets staff of the general substance of the case, they will know the docket number. You may be referred to the Minutes Section to find out the docket number. History Cards are located in Room 230, whereas the actual docket files are maintained in the Public Reference Room (Room 239). You will have to fill out a request at the desk in Room 239 to secure the docket file you want.

Rule Making (RM) Files. All petitions for rule making are filed in Dockets, arranged by rule number as well as by a number assigned to the petition.

Suggestions

Storage. Files for approximately 30% of the 20,300 docketed cases are kept in Washington. Two years after a case has been closed, files are sent to the Record Center in Suitland, Maryland. The Dockets staff will bring a file back to the FCC at your request, but expect a delay of two or three weeks.

Mailing Lists. A mailing list is maintained for each docket case. Usually only participants are on the list; however, if you express an interest in the case, your name will be added to the mailing list, at no cost, as a courtesy. You will receive copies of all documents filed in the case.

B. Minutes and Rules Branch (Rooms 224/228).

Cross-Reference Files. Files kept in the Minutes Section are basically references to documents located either in the Dockets or Rules Sections. Ask the Minutes staff if you do not know the docket or rule number, or if you want to know what action the Commission has taken concerning a particular station. Minutes would give you the reference numbers needed to locate the documents in other FCC files or in FCC Reports.

Subject Index. The Subject Index File in Minutes is current up to 1972 for most matters. This file includes index cards on broadcast stations by call letters, and Commission activities according to subject matter (e.g., children's television, fairness doctrine, etc.). The index service provided in Minutes can be obtained just as easily in Pike & Fischer.

Rules Index. Files in the Rules Section are organized by the number of the rule and contain information on FCC actions related to each rule (e.g., Notices of Proposed Rule Making, amendments, proposed amendments, and Orders). If you advise the staff of the general subject of a rule, they may be able to ascertain the number of the rule and from there, locate the file. The Rules staff may instead refer you next door to Minutes' Subject file to determine the correct rule number. The information in these files can be found in Pike & Fischer. The advantage in using the Rules' files is that all documents related to a given rule will be located in one file.

C. Broadcast Bureau.

1. TV, AM, FM and Miscellaneous Services Branches
(License Division).

History Cards.

- for AM & FM (commercial and noncommercial) stations and applications, located in the AM FM Branch, Room 242;
- for TV (commercial and noncommercial) stations and applications, located in TV Branch, Room 234;
- for auxiliary broadcast stations (those stations licensed under Part 74 of the Rules) and applications, located in the Miscellaneous Services Branch, Room 238.

The History Cards are essentially an index of what appears in the files located in the Public Reference Room. Unlike Dockets where the staff locates the History Cards, you are expected to find the cards yourself. However, assistance is available. History Cards of licensed stations are arranged by call letter. For AM, FM and TV, cross-reference files are listed by frequency or channel and by city and state. History Cards on pending applications are arranged by state, frequency and applicant's name. History Cards for miscellaneous broadcast services (e.g., remote pickup, relay, inter-city, low power, studio-transmitter links, as well as international developmental and experimental stations) are maintained by state, licensee and applicant's name.

Suggestions

Missing History Cards and Changed Call Signs. If you do not know a call sign, check the card listing of communities or check the frequency cards. If there is no History Card under the call sign, it might be checked out by a staff member, usually for the purpose of adding a notation of a recent action. If this is the case, the staff member should have left a red card against the call letter indicating his or her name--you should check with that individual to obtain the History Card. The lack of a History Card guide may also indicate that the station's call letters have been changed. The Broadcast License Section maintains a card file of former call letters under the heading "Call Letters Changed."

Lists of Stations and Applications. The License Division maintains an up-to-date listing by frequency, city and state of all authorized broadcast stations and pending applications. A full description of these lists is contained in Section 0.434 of the Commission's Rules.

Special Card Listings. Card files are maintained listing (a) inactive AM, FM and TV stations, by state and frequency; (b) AM, FM and TV pending applications, by state and by frequency;

(c) Subsidiary Communication Authorizations; (d) FM stereo stations; (e) files for AM, FM, TV and non-commercial FM and TV stations, by name of licensee and city and state; (f) off-the-air stations and deleted authorizations; (g) pending FM and TV translator applications; (h) existing FM and TV translator stations; and (i) dismissed or denied applications.

2. Public Reference Room (Broadcast Bureau)
(Room 239).

The Public Reference Room (Room 239) is equipped with desks and two reproduction machines. You may bring your own typewriter or recording equipment.

Files of Licensees. The license folders for AM, FM, TV, Translator, Developmental, International, Experimental and Auxiliary stations contain applications filed by the licensee (e.g., completed construction permits, renewal of license, transfer of control, etc.) which have been granted by the Commission, correspondence involving the station, and pertinent FCC letters, telegrams, petitions, protests, and decisions. If a matter is designated for hearing, a docket number will be assigned (which would be indicated on the station's History Card--see Section D), and all material pertaining to such a hearing will be contained in the Docket File (see Section on Dockets Branch). Files in the Public Reference Room are stored according to call letters and are held for ten years. If you are not sure of the call sign, advise the staff of the name of the licensee or permittee and the city of license of the station.

Pending Applications and Files of Permittees. Pending applications and outstanding construction permits are maintained separately from the license folders.

Composite Week Program Logs. Program Logs submitted as part of renewal applications are kept in a station's file only until the license has been renewed.

Employment Statistics. Annual Employment Reports (FCC Form 395) are maintained in separate folders for each state.

Suggestions

Requesting Files. To obtain files for inspection or research, you must fill out a form (Form BC-101) listing the name of the applicant or the call letters of the station, the community of license, and the file number. If you do not know the file number, indicate the type of application (e.g., application for transfer of control, renewal of license).

Storage. Files prior to July, 1966, have been sent to the Record Center in Maryland. You will be asked to fill out a form to obtain files from the Record Center--it is important to state the

precise date and nature of the files requested. Allow two to three weeks for the staff to get a file back from storage.

3. Ownership Section (Broadcast Bureau) (Room 339).

Ownership Files. These files are arranged by call letters, and contain Ownership Reports (FCC Form 323) which contain the following ownership information for the licensee and holding company (see Section 1.615 of the Commission's Rules):

- name and address of all principals
- classes of stock and number of shares issued
- officers, directors and stockholders
- other broadcast interests held by licensee and stockholders, officers and directors

In addition, copies of agreements specified in Section 1.613 of the Commission's Rules (e.g., stock options) are maintained.

Computer Printouts. Two different computer printouts are maintained. One provides an alphabetized list of licensees, officers, directors and stockholders of all broadcast stations, including by call letter, the station(s) with which each is associated; the other is a station file arranged by call letters which provides the essential information found in the Ownership Reports.

Suggestions

Storage. Most of the ownership files dated prior to 1970 have been sent to the Record Center; allow two to three weeks for the staff to bring the files back to the FCC.

Accuracy. The information on the station file computer printout may not be accurate or current; it is best to double-check this information with the station's file.

4. Complaints and Compliance Division (Broadcast Bureau) (Room 332).

General Complaint Files. Correspondence involving complaints about broadcast stations are filed by call letters. (A file is set up only when correspondence about a station is received.) Files are generally retired to the Record Center every three years.

Political and Fairness Complaint Files. Separate files are maintained, by call sign or name of complainant (if no call sign is involved), for Section 315 and Fairness Doctrine complaints. These files are broken down into correspondence and rulings. You will need to ask the staff for assistance in locating the files you need.

5. Office of Network Study (Room Annex-325).

Network Affiliation Agreements. Files on network agreements (see Section 1.613 of the Commission's Rules) dating back to 1969 are maintained, arranged by call letters. It is a good idea to telephone in advance so that the staff can make sure the files you want are available. The staff will secure files dating prior to 1969, but you must allow them time to locate them.

6. Educational Broadcasting Branch (Room 418).

Station Index. A card file of educational broadcast stations is maintained, but no listing is available.

Referral Services. This Branch serves as a liaison between the educational community, the public, Congress and the FCC in matters relating to educational broadcasting. The staff in this office will assist you in locating the appropriate office to contact for the specific information you need. In general, this office maintains no files for public inspection, although the staff may be able to provide you with particular documents.

7. Research Branch (Room 420).

Minority-Female Employment Records (FCC Form 395). Employment figures for minorities and women are maintained for all broadcast stations, dating back to 1971. The data is organized by the station's call letters.

Programming Reports (FCC Form 303-A). Data is maintained on the amount of news, public affairs, and other non-entertainment programming, as well as locally-produced programming for all commercial television stations-- dating back to 1973. The data is available on computer printouts or the office will furnish you with a copy of its report based upon this data--organized by state and market.

Financial Reports (FCC Form 324). Files of individual station's financial reports are maintained in this office, but are not available for public inspection. (See Section on Freedom of Information.)

Campaign Spending (FCC Form 322). Reports from 1958 to 1970 are available on campaign spending on broadcast stations. The results are organized by state and then by office. Individual station forms may be obtained from the Records Center by the staff for your use. The 1972 Report is out of print. Data on 1970 and 1972 is available by individual candidates. (The Report was discontinued in 1974.)

Other Research Information. This office subscribes to various resources dealing with broadcast economics and social aspects of broadcasting. You may want to check with the staff for additional material that is not listed here which may be available to you concerning your specific research problem.

D. Cable Television Bureau.

All files in the Cable Public Reference Room and Industry Reporting Room (following section) are coded with call numbers. If you know the state and the community of the cable system you are researching, you can use the reference cards in the Reference Room to locate the code number assigned to that cable system. In some cases it will be helpful to know the name of the cable system. You will need the code number in order for the staff to locate the correct file.

1. Public Reference Room (Cable Television Bureau)
(Room W-6215).

History Cards. History Cards for Certificates of Compliance (CAC), Special Relief (CSR), and Show Cause matters (CSC) are arranged by state and city. History Cards for Cable TV Relay Service stations are arranged by city, by name, and by call letter. (Both Television Digest and Broadcasting publish a report each week of cable applications and pertinent FCC rulings.)

Certificates of Compliance (CAC) Files. CAC files include the original petition or request, oppositions, comments, FCC orders, petitions for reconsideration, and a copy of the franchise agreement. Where a petition or application has been designated for hearing, the materials are transferred to the Dockets Branch files.

Special Relief (CSR) Files. Petitions for waivers of the Commission's CATV rules are maintained in files which contain the original petition, related correspondence and exhibits.

Show Cause (CSC) Files. Petitions for show cause orders requesting that the Commission revoke a license or permit or issue a cease and desist order, are maintained in files containing the original petition, related correspondences and exhibits.

Grandfathered Cross-Ownership Files. These files contain petitions (and related correspondence and exhibits) for waiver of Section 76.501 of the Rules which prohibits cable television systems from carrying the signal of any television broadcast station if such system directly or indirectly owns, operates, controls, or has an interest in a national television network, a television broadcast station whose predicted Grade B contour overlaps the service area of such system, or a television translator station licensed to the community of such system. These petitions were granted under grandfathering provisions of the rules. The files are arranged by the date the petition was filed.

Tax Certificate Files. Requests for the issuance of a tax certificate relating to divestiture of property by cable television systems to effectuate Commission policy (see Section 76.501 of the Rules) and in accordance with Section 1071 of the Internal Revenue Code of 1954 are arranged by cable community.

Franchise Files. These files contain the local ordinance, permit, or license by which a municipal or state authority authorizes the construction and operation of a cable television system. The franchises are for systems not already in operation and are arranged by cable community.

Cable Company Files. The file on cable companies lists only names and addresses; no information is included about which franchise each company owns. The list of cable companies appears on separate index cards, one name to a card.

Construction Permit Files (FCC Form 402). These files contain FCC Form 402 and related correspondences prior to the licensing of a Cable Television Relay station. They are arranged by name of permittee and call letter for those granted; pending applications are arranged by name of applicant.

License Files. These are files relating to the licensing of Cable Television Relay Stations and contain correspondence, construction permits, station assignments, modifications, transfer of control, renewals, special temporary authority, amendments, and petitions. The files are arranged by name of licensee and call letter.

2. Industry Reporting Room Files (Room W-6308).

Annual Employment Reports (FCC Form 395). FCC Form 395 or 395-N for every cable system is maintained, arranged by cable community and state.

Annual Report of Cable Television Systems (FCC Form 325). FCC Form 325 for every cable system is maintained, arranged by cable community and state. A computer printout has the information arranged by name of cable system.

Political Broadcasting Files (FCC Form 322). FCC Form 322 requires information on the use of cable television system facilities for originating political programming by or on behalf of candidates for political office during primary and general elections. This information is available for 1972 only. The files are arranged by state. (The form was discontinued in 1974.)

Suggestions

Unavailable Information. Cable Television Annual Financial Reports (FCC Form 326) and computations of cable television annual fees (FCC Form 326-A) are a part of the Ownership Files but are not available for public inspection. (See next Section).

SECTION IV: INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT

Some of the information filed at the FCC is not available for public inspection. Financial reports (FCC Forms 324 and 326) are the most commonly known records that are considered not for public inspection; however, in some circumstances these records will be made available to you. If you are told that a particular file or item of information will not be made available for public inspection, file a written request for inspection with the Office of the Executive Director. Under the Freedom of Information Act, members of the public have the right of access to and can receive copies of any document, file or other record in the possession of the Federal Government, subject to certain exemptions (e.g., material relating solely to an agency's internal personnel rules and practices; trade secrets and commercial or financial information; and certain inter-agency and intra-agency memoranda). See Section 0.457 of the Commission's Rules. (Note: The FCC is in the process of revising its Freedom of Information Act rules and is expected to issue revised regulations by February 19, 1975.)

Historical Researchers. Individuals engaged in historical research are entitled to access to classified information and material if the project sought conforms to Section 12 of Executive Order 11652. See Section 0.541 of the Commission's Rules.

Step-By-Step Suggestions

1. Make your initial request to the office you believe has the file or material you want. Try to be as specific as you can in describing the information you want. Keep a copy of any written request for your own reference.

2. If you are unsuccessful, you should file an original and one copy of a letter with the Executive Director of the FCC identifying with particularity the materials you desire to inspect. See Section 0.461 of the Commission's Rules. State that your request is being made pursuant to the Freedom of Information Act (5 U.S.C. Sec. 552). The Freedom of Information Act requires agencies to reply to initial requests for information in ten business days. See Appendix B for a sample letter.

3. You should indicate whether you wish to examine the records, or are asking for copies of records to be sent to you. The Act permits agencies to charge for "cost-related" copying and

documents instead of copies. A recent amendment to the Freedom of Information Act provides that "documents shall be furnished without charge or at a reduced charge where the agency determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public."

4. If the request is turned down, you may file an application for review with the FCC. The Act requires agencies to rule on appeals within 20 business days.

5. If your appeal to the Commission is unsuccessful, the Act provides that the U.S. District Court has jurisdiction to review the denial and order the production of documents if the documents were wrongfully withheld. According to the Freedom of Information Clearinghouse, the court action, while time consuming (nine months to a year), is usually fairly simple, especially if your previous correspondence has established the fact that you made a proper request and appeal. If you win your case, the court might order the government to pay for your attorney's fees and other litigation costs.

USEFUL ADDRESSES AND TELEPHONE NUMBERS

FEDERAL COMMUNICATIONS COMMISSION*

1919 M Street, N.W., Washington, D.C. 20554;
 (asterisk indicates office is located at
 2025 M Street, N.W., Washington, D.C. 20554)

	<u>Room Number</u>	<u>Phone (Area Code 202)</u>
AM FM Branch (License Division)	242	632-7136
Complaints and Compliance Division (Broadcast)	339	632-6968
Dockets Branch		
Information and Records Section (History Cards)	230	632-7535
Files Section (Public Reference Room)	239	632-7569
Educational Broadcast Branch	418	632-7531
Executive Director	852 D	632-6390
Industry Reporting Room Files (Cable)	W-6308#	632-9797
Library	639	632-7100
Minutes Section (Minutes and Rules Branch)	228	632-6427
Miscellaneous Services Branch (License Division)	238	632-7505
Network Study Office	A-325	632-6939
Ownership Section (Broadcast)	339	632-6473
Public Information Office		
General Information	202	632-7260
Daily Releases--Distribution Room	207	632-7260
Daily Releases--Recorded Telephone Messages		632-0002
Public Reference Rooms		
Broadcast	239	632-7566
Cable	W-6218#	632-7076
Dockets	239	632-7569
Research Branch (Broadcast)	420	632-7213
Rules Section (Minutes and Rules Branch)	224	632-6427
TV Branch (License Division)	234	632-6417

* There is no general information number for the FCC. The Personnel Office (632-7106), will furnish you with the telephone number if you supply the name of an individual. The PIO may be able to direct you to the appropriate office to obtain the information you need. Otherwise, call the office of the Chief of the Bureau which relates to the information you need, and they will direct you to the appropriate office.

GOVERNMENT PRINTING OFFICE

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402
Telephone: 202-541-3000

BOOKSTORES

Government Printing Office
710 North Capitol Street
Washington, D.C. 20402
Telephone: 202-783-3238

Forrestal Bookstore
Room L-J-311
James Forrestal Building
1000 Independence Avenue
(L'Enfant Plaza)
Washington, D.C. 20407
Telephone: 202-426-7937

Department of Commerce, Lobby
14th and Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-957-3527

Atlanta Bookstore
Room 100, Federal Building
275 Peachtree Street, N.E.
Atlanta, Georgia 30303
Telephone: 404-526-6947

Birmingham Bookstore
Room 102A, 2121 Building
2121 Eighth Avenue North
Birmingham, Alabama 35203
Telephone: 205-325-6056

Boston Bookstore
Room G25, John F. Kennedy Federal
Building
Sudbury Street
Boston, Massachusetts 02203
Telephone: 617-223-6071

Canton, Ohio Bookstore
Federal Office Building
201 Cleveland Avenue, S.W.
Canton, Ohio 44702
Telephone: 216-455-8971

Chicago Bookstore
Room 1463 - 14th Floor
Everett McKinley Dirksen Bldg.
219 South Dearborn Street
Chicago, Illinois 60614
Telephone: 312-353-5133

Dallas Bookstore
Room 1406
Federal Bldg. - U.S. Courthouse
1100 Commerce Street
Dallas, Texas 75202
Telephone: 214-749-1541

Detroit Bookstore
Room 299, Federal Building
231 W. Lafayette Blvd.
Detroit, Michigan 48226
Telephone: 313-226-7816

Denver Bookstore
Room 1421
Federal Bldg. - U.S. Courthouse
1961 Stout Street
Denver, Colorado 30202
Telephone: 303-837-3945

Kansas City Bookstore
Room 135, Federal Office Bldg.
601 East 12th Street
Kansas City, Missouri 64106
Telephone: 816-374-2150

Los Angeles Bookstore
Room 1015, Federal Office Bldg.
300 North Los Angeles Street
Los Angeles, California 90012
Telephone: 213-683-5841

New York Bookstore
Room 110
26 Federal Plaza
New York, New York 10037
Telephone: 212-264-3826

Philadelphia Bookstore
U.S. Post Office and Courthouse
Main Lobby
600 Arch Street
Philadelphia, Pennsylvania 19107
Telephone: 215-597-0677

San Francisco Bookstore
Room 1023, Federal Office Bldg
450 Golden Gate Avenue
San Francisco, California 941
Telephone: 415-556-6557

NATIONAL TECHNICAL INFORMATION SERVICE

U.S. Department of Commerce
5285 Port Royal Road
Springfield, Virginia 22161
Telephone: 703-321-8543

ABS DUPLICATORS, INC.

1732 Eye Street, N.W.
Washington, D.C. 20006
Telephone: 202-296-5537

CSA REPORTING CORP.

300 - 7th Street, S.W.
Washington, D.C. 20024
Telephone: 202-NA 8-2345

NATIONAL REPORTING CO., INC.

2009 N. 14th
Arlington, Virginia 22201
Telephone: 703-525-1885