

Department Records Retention Schedule



This revised retention schedule has been approved by the State Records Committee and completely supersedes all previous schedules for records unique to this office. Refer to the All-University Schedule for retention periods of records common to many University offices. Contact Policies, Records, and Forms, telephone 509-335-2005.

WSU1302-PAF001-1224

Office Name Murrow College of Communication	Office I.D. # 0014	Records Coordinator Doug Krehbiel	Telephone 335-3861	E-Mail doug.krehbiel@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved August 5, 2020	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Annual Radio Employment Report Provides a report of employment per radio station, as per FCC regulations. (47 CFR 73.2080)		Retain for 5 years after end of calendar year or Until station license is renewed, then destroy.	02-01-60318 Rev. 2	
Annual TV Employment Report Provides a report of employment per television station, as per FCC regulations. (47 CFR 73.2080)		Retain for 7 years after end of calendar year or Until station license is renewed, then destroy.	02-01-60320 Rev. 2	
Daily Operation Report Documents daily radio operations. Note: Retention length due to functional use of the information by the department.		Retain for 6 years after end of calendar year, then destroy.	02-01-60322	
Emergency Alert System Records Documents Emergency Alert System (EAS) operations and readiness, as per FCC regulations. (47CFR73.1250 and .1840)		Retain for 2 years after end of calendar year, then destroy.	02-01-60324	

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<p>Equipment Receipts Record of loaned items.</p>		Retain for 1 year after end of academic year, then destroy.	75-12-16236	
<p>FCC Authorization File Provides a record of the radio and television stations' licenses to operate, issued by the FCC, and related documentation, as per FCC regulations. CFR states that the FCC authorizations (licenses) must be kept until stations cease operations. (NOTE: NWPB radio station license lasts 8 yrs., television station license lasts 8 yrs.) (47CFR73.3526)</p>		Retain until stations cease operations, then destroy.	02-01-60326 Rev. 2	
<p>FCC Investigations or Complaints Provides a record of materials on any report to the licensee concerning FCC investigations or complaints, as per FCC regulations. (47 CFR 73.3526)</p>	FCC (issuing agency)	Retain for 1 year after investigation complete and written notification sent by FCC to station director, then destroy.	02-01-60327 Rev. 1	
<p>Political Files Provides a record of all requests for broadcast time made by or on behalf of candidates for public office. Also records disposition of such requests, including scheduling and rates charged, as per FCC regulations. (47 CFR 73.1943, RCW 42.17.110.)</p>		Retain for 3 years after end of calendar year, then destroy.	02-01-60328 Rev. 1	
<p>Public Broadcasting Manual Manual of FCC rules and regulations covering the operation of public broadcasting radio and television stations. (47 CFR 73.3526)</p>		Retain until superseded or stations cease operations, then destroy.	02-01-60329	

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<p>Radio Issues/Program List Documents the radio station's treatment of community issues, as per FCC regulations. Includes promotional and program data, as well as tape recordings of programs for broadcast. (47 CFR 73.3526)</p>		<p>Retain for 5 years after end of calendar year or Until station license is renewed, then Transfer to Archives for appraisal and selective retention.</p>	<p>02-01-60330 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p>Radio Local Public Notice Announcements Provides proof of pre- and post-filing notices for public notice announcements of the station's intent to file for operating license. Announcements to be aired over local and cable television, as per FCC regulations. (47 CFR 73.3526 and .3580)</p>		<p>Retain for 5 years after end of calendar year, then destroy.</p>	<p>02-01-60331</p>	
<p>TV and Radio Program and Engineering Logs Documents operating parameters of television and radio stations, as per FCC regulations. (47CFR73.1840)</p>		<p>Retain for 2 years after end of calendar year, then Transfer to Archives for appraisal and selective retention.</p>	<p>84-10-34650 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p>TV Issues/Program List Documents TV station's treatment of community issues, as per FCC regs. (47 CFR 73.3526) Includes promotional and program data, and tape recordings of programs for broadcast.</p>		<p>Retain for 7 years after end of calendar year or Until station license is renewed, then Transfer to Archives for appraisal and selective retention.</p>	<p>84-10-34651 Rev. 3</p>	<p>Archival (appraisal required)</p>

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<p>TV Local Public Notice Announcements Provides proof of pre- and post-filing notices for public notice announcements of the station's intent to file for operating license. Announcements to be aired over local and cable television, as per FCC regulations. (47CFR73.3526 and .3580)</p>		<p>Retain for 7 years after end of calendar year, then destroy.</p>	<p>02-01-60333</p>	
<p>TV Must-Carry Requests Provides a record of requests by noncommercial television station for local cable TV providers to "must carry" the station as part of their offered services, as per FCC regulations. Request period is three years (47 CFR 73.3525 and .3527; 47 CFR 76.64 and .1608) (Murrow College of Communication copy is University's official copy.)</p>		<p>Retain until request period completed, then destroy.</p>	<p>02-01-60334 Rev. 1</p>	