

**FCC Form 303-S  
Online Public Inspection File**

The station was slightly delayed in uploading its Issues and Programs list for the second quarter of 2018, uploading the report to its online public inspection file on July 13, 2018. During that time, the station experienced personnel transitions and was engaged broadcasting news on-site for the first time at the Barnstable County Fair. The station had paper copies of the document before July 10<sup>th</sup> and has taken steps to avoid late filings going forward. The station has reviewed the uploading process and created a two-step reminder process to ensure timely uploads to our online public inspection file.

The station's online public inspection file now contains an up-to-date record of invoices disclosing information concerning candidates for public office, as required by 47 C.F.R. § 73.3526(e)(6) and 47 C.F.R. § 73.1943. While the station has created, updates, and uses effective Political and Issue Advertising Guidelines, the station discovered in the course of preparing this Form 303-S that it had demonstrated a delay on occasion during the license term. Specifically, three local Issue invoices from 2018 had not been uploaded, and six local Political candidates' invoices from 2020 had not been uploaded to the online public inspection file.

In 2018, the Sales department, which is responsible for Political and Issue advertising, experienced an unanticipated transition to a new Sales Coordinator, a position that provides support and backup for the General Sales Manager. During an extended transition period, the General Sales Manager took on additional responsibilities held by the previous Sales Coordinator and worked without needed support. In 2020, our staff was working remotely as a health precaution during the COVID-19 pandemic, which led to a misunderstanding about which invoices had been uploaded. Upon discovering this issue, the station promptly uploaded corrections to its 2018 and 2020 Political and Issue Advertising files in the station's online public inspection file. The station has reviewed the filing requirements of Section 73.3526(e), has reinforced those requirements with station staff, and has developed procedures to ensure updated materials are consistently uploaded by the relevant deadline.