

Discrepancy: We uploaded our Q1 Issues and Programs list late to our public file, as you can see in the screenshot below. The list that has been uploaded does account for the issues and programs broadcast during the Q1 period. We do not have a sound reason for the delay in uploading; it was a clerical error which was the result, unfortunately, of our confusion following the postponed filing of the Q4 report due to the government shutdown. Our other reports have all been punctiliously placed in our public file.

 2019 Quarterly Issues_Programs List July 1 to September 30.xlsx - July to September 2019	84.38 KB	10/04/2019 4:05 PM	Converted	  
 2019 Quarterly Issues_Programs List April to June 2019 .xlsx - April to June 2019	94.11 KB	07/09/2019 11:58 AM	Converted	  
 2019 Quarterly Issues_Programs List .xlsx - January to April 2019	101.05 KB	05/07/2019 4:34 PM	Converted	  
 2018 Quarterly Issues%2FPrograms List .xlsx - October to December 2018	121.86 KB	01/28/2019 11:12 PM	Converted	  
 2018 Quarterly Issues and Programs List - July to September 2018	112.76 KB	10/10/2018 09:53 AM	Converted	  

Steps Taken to Reconstruct Missing Information: The information had been collected in a document and was up to date but not uploaded to the online Public File. As soon as we became aware of our error, we uploaded the needed information. The archive of our quarterly lists is without gaps, and we have implemented systems for ensuring that we are not late to post again.

Procedures Adopted to Prevent Such Problems in the Future: We have created regular, automated reminders for all staff members involved in constructing and posting the quarterly lists. These reminders notify staff beginning two weeks before the end of each quarter and continue until the filing deadline. We have also made it our policy to have two people confirm that the document has been filed in a timely manner.