

## **PUBLIC INSPECTION FILE – VISITOR'S GUIDE**

Welcome to Radio Station KMNR Rolla, 89.7 FM. We understand that you are interested in reviewing our Public Inspection File, a right provided to you under the Rules of the Federal Communications Commission. We want to assure you that our station is pleased that you have come to visit us, and that we will cooperate in every way in affording you access to our Public Inspection File.

Members of our station have been instructed to be helpful, courteous and cooperative in affording you access to the Public Inspection File. If you find that a member acts otherwise, we ask that you notify the Station Manager immediately. Their contact information can be found on the current Chief Operator Designation letter.

You will be escorted to the office, where a station member has custody of the Public Inspection File. This member will provide you with access to the Public Inspection File and assist you in any way possible.

We are very proud of our station operations and make every effort to comply with not only the FCC guidelines for the Public Inspection File Rules, but also all other rules, policies, and requirements for the Federal Communications Commission and other federal, state, and local governmental authorities. We believe that you will find everything in order; to assist you in your examination of our Public Inspection File, we have prepared this Visitor's Guide. Enclosed within, you will find:

- General memos relating to the upkeep and maintenance of the Public Inspection File
- A Special Advisory to Broadcasters (detailing what is to be in the Public Inspection File) issued by Pillsbury, Winthrop, Shaw, and Pittman, the lawyers who represent KMNR Rolla
- A recent copy of *The Public and Broadcasting* as issued by the FCC. You are welcome to take a copy of *The Public and Broadcasting* as well as this memo. If you have any discrepancies with the material within our Public Inspection File, please discuss the matter with a member of our station in the office or contact the Chief Operator or Station Manager.

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This is the Public Inspection File for KMNR 89.7 FM. We make every effort to keep the file complete, accurate, and in compliance with the Rules of the Federal Communications Commission. It is organized, subsection for subsection, in the same manner as the Federal Communications Commission's Public Inspection File Rules, which is found at the Title 47, Code of Federal Regulations, Section 73.3527. If you would like to see something from a particular subsection of the Public Inspection File Rule, please go to the corresponding subsection in our Public Inspection File to find it.

We are able to provide you with a seat and a desk or table to review the Public Inspection File. We hope to make you as comfortable as possible under the circumstances, and if you desire anything in this regard to these accommodations please ask an Executive member currently in the office, who is the employee that has custody of the Public Inspection File during regular business hours (9AM – 5PM); otherwise please ask any other employee at the station. We request that you remove the materials from the Public Inspection File only one subsection at a time, and that they be replaced immediately upon the completion of your review of the subsection. Please feel free to ask for the assistance of any person in the office in replacing the materials in the Public Inspection File, since it is important that the material be kept well-organized. To assist you in your examination of the Public Inspection File we have prepared this Visitor's Guide to the Public Inspection File.

If you desire to have photocopies of anything in the Public Inspection File, we will provide you with paper clips or another means of marking the pages so that you can identify the pages or subsections you wish us to photocopy for you. Please do not disassemble the file, rather, identify the portions with the markers that we provide. Upon completion of the review, we are able to make copies of the requested materials at no charge to you. In the event that we are unable to make copies for you, we will provide an order form, so that photocopies of the desired material can be ordered from an on-campus service.

If you have any questions about the file, please address them to the Station Manager. If they are not at the station, or an Executive Board member is unable to obtain an answer for you during your visit to the station, they will ensure that you receive an answer orally or in writing as quickly as possible. If you have any complaints about the cooperation you received during your review of our Public Inspection File, please contact the Station Manager using the contact information provided on the Chief Operator Designation letter. You may also write to the station itself at: KMNR, 218 Havener Center, 1346 N. Bishop Ave., Rolla, MO 65409-1440. Thank you for visiting our station. We hope you enjoy your visit and find everything to your satisfaction.

**Please note:** If you are viewing this Public Inspection File electronically, you may notice that some documents have spaces for signatures, and these are blank. The official copies with signatures in ink can be found in the physical Public Inspection File located at the station. The versions available electronically are provided in textual format (rather than as a scanned physical document) in an effort to provide compatibility with screen readers and other assistive technologies.