



# PUBLIC NOTICE

Federal Communications Commission  
445 12th St., S.W.  
Washington, D.C. 20554

News Media Information 202 / 418-0500  
Fax-On-Demand 202 / 418-2830  
TTY 202 / 418-2555  
Internet: <http://www.fcc.gov>  
<ftp.fcc.gov>

**DA 07-964**

**Released: March 9, 2007**

## Electronic Filing of FCC Form 397 Is Now Available

Beginning today, the current edition of FCC Form 397, the Equal Employment Opportunity Form entitled "Broadcast Mid-Term Report," is available for electronic filing. Users can access the electronic filing system *via* the Internet from the Media Bureau's website at <http://www.fcc.gov/mb/cdbs.html>.

The only broadcast licensees required to file FCC Form 397 are radio employment units with 11 or more full-time employees and television employment units with five or more full-time employees. Such licensees should file four years after they last filed an application for license renewal. Thus, the first group required to file the Form is comprised of licensees of stations in the DC-Maryland-Virginia-West Virginia radio renewal group. Such parties should file their Broadcast Mid-Term Reports by **June 1, 2007**.

Licensees of radio stations licensed in North Carolina and South Carolina will file their initial FCC Forms 397 by **August 1, 2007**; those of radio stations licensed in Florida, Puerto Rico, and the Virgin Islands must file by **October 1, 2007**; and those of radio stations licensed in Alabama and Georgia by **December 1, 2007**. No other broadcasters must file an FCC Form 397 this year, but must file on the four-year anniversary of the filing of their license renewal applications.

As with other electronic forms, filers may fill out part or all of the FCC Form 397 and press "save" to save what they have filled out. "Saving" does not file the form, but it does keep what has been entered in the filer's form so that the filer may return to the form later and complete it by the due date. When a filer is ready to file a form, it should press the "validate" button. Forms can be filed only if their status is "valid." Pressing "save" at this point cancels the valid status. In order to actually file a form, the form must be in "valid" status and the filer must press the "File Form" button and complete the filing process. The form may be printed at any stage in which it is being filled out.

Instructions for use of the electronic filing system are available in the CDBS User's Guide, which can be accessed from the electronic filing website. Special attention should be given to the details of the applicant account registration function and form filing function. Failure to follow the procedures in the User's Guide may result in a form being dismissed, returned, or not considered as officially filed.

Internet access to the CDBS public access system at the Commission's website requires a user to have a browser such as Netscape version 4.78 or Internet Explorer version 5.0, or later.

For technical assistance using the system or to report problems, please contact the CDBS Help Desk at (202) 418-2MMB. To request additional information concerning the FCC Form 397, please call the EEO staff at (202) 418-1450.

News Media Contact: Clyde Ensslin 202-418-0506.

Media Bureau Contact: Lewis Pulley 202-418-1450.

**FCC NOTICE REQUIRED BY THE PAPERWORK REDUCTION ACT**

We have estimated that each response to this collection of information will average 30 minutes. Our estimate includes the time to read the instructions, look through existing records, gather and maintain required data, and actually complete and review the form or response. If you have any comments on this estimate, or how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PER, Paperwork Reduction Project (3060-0922), Washington, DC 20554. We will also accept your comments via the Internet if you send them to [PRA@fcc.gov](mailto:PRA@fcc.gov). Remember -- you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB Control Number of 3060-0922

**THE FOREGOING NOTICE IS REQUIRED BY THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. § 3507.**

**-FCC-**