

DOCKET FILE COPY ORIGINAL

93-75

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 104

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

TO: All Station Managers
FROM: JANE DUFF *JD*
DATE: October 3, 1989
RE: The Booking of Travel Arrangements

This memo is to clear up any past misunderstandings regarding the booking of travel arrangements for NMTV personnel. In the future, all requests must be made directly through my office. Do not call the travel agents, but direct your requests to my office only. Please make sure that all employees make their requests to the station managers. The station manager will then follow up with all of the arrangements through my office. If you have any questions regarding this, please do not hesitate to inquire, preferably by memo.

JD:sd

55034

Federal Communications Commission

Docket No. 47-72 Exhibit No. GMC 104

Presented by Selmer

Disposition	}	Identified	<u>DEC 3-1993</u>
		Received	<u>DEC 3-1993</u>
		Rejected	<u> </u>

Reporter G. W. Selmer

Date DEC 3-1993

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 105

MM DOCKET NO. 93-75



NATIONAL MINORITY TELEVISION INC.

P.O. Box C-11849, Santa Ana, CA 92711

TO: All Station Managers
 FROM: JANE DUFF *JD*
 DATE: February 22, 1990
 RE: Political Broadcasting

I am re-sending this memo for you to review as we approach the political season.

Many localities will be holding local elections. You can expect contacts from politicians who would like to have free time or would like to buy time on your station. All candidates should pay for all airtime up front.

When it comes to legally qualified candidates*, for nonfederal offices, you have flexibility. Although, the FCC considers political information one of the most important services a station can provide to the public, you must use your best judgement as to which, if any, candidates should appear on the station and which issues should be discussed. We have no obligation to provide time, such as with federal candidates. However, if we do provide any time to the candidate, we must allow all of the opponents to have the same amount of time, in the same type of time slot. You may handle this by producing a program, or segment, for the public affair's program that deals with the issues of the campaign in a way that is objective and provides more than one viewpoint, or you may discuss the issues with an appropriate guest who is knowledgeable about the issues, but has no involvement politically.

You may want to cover the main state and local races and not the minor ones. The FCC expects you to devote time to the campaigns of state and local candidates relative to their importance to the community and the amount of public interest in the issues. The FCC will accept your good faith judgement as a general rule. It is not a good idea to totally ignore all local elections, as this would be considered a lack of concern for the public interests.

If you decide to cover a particular race, make sure you follow the FCC rules; provide equal opportunities, use political rates, no censorship, and make sure all spots use the proper I.D.s for sponsorship. MEDIA SERVICES AGENCY should be notified immediately if you decide to sell spots so that they may deal directly with the client regarding the actual sale of airtime. The rate for spots must be the lowest unit rate* charged for the particular class. This applies to the forty-five days before the primary or city days before the election.

Remember, the station must keep a record of every candidate's request for time and disposition of every request. The files must also reflect any free time provided. (See FCC rules and regulations for details.)

55047

Federal Communications Commission

Docket No. 93-75 Exhibit No. ABC-105

Presented by Cole

Disposition	{	Identified	<u>DEC 3-1993</u>
		Received	<u>DEC 3-1993</u>
		Rejected	_____

Reporter AWW

Date DEC 3-1993

Political Broadcasting Memo
February 21, 1990
Page 2

Requests for ads by POLITICAL ACTION COMMITTEE'S will be covered under a different memo to come. Also to come, is a memo relating to the FAIRNESS DOCTRINE and personal attack obligations.

This memo is meant to hit the high points only! It is important for you to carefully review the Political Broadcasting FCC Rules and Regulations Manual that has been provided to your station. You probably have not looked at it for a long time, so now is a good time do dust it off and look over some of the details and many of the fine points of this complicated process. You may find it necessary to consult with my office, on a case by case basis, if you have a problem. In an extreme emergency, if I for some reason, cannot be reached by phone, you may contact Colby May, our attorney, directly by phone.

*See definition in Political Broadcasting Rules and Regulations Manual.

JD:sd

55048

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 106

MM DOCKET NO. 93-75

Inter-Office Memo

TO: All Station Managers
FROM: JANE DUFE *JD*
DATE: May 25, 1990
RE: Public Files

When Finished, Route to:

<input type="checkbox"/>	_____

Please check your Public File and make sure that you have a file marked "Political". Although you may not have any information in the file, it must be maintained.

The political file should contain copies of any requests for free-time on your station and any free-time that has been given to candidates running for public office.

If your station sells or gives time to a candidate, it is not necessary to notify his opponents. However, if you sell time to a candidate running for office, you are required by the FCC to keep a record of all requests for time, the duration of time, the party which the candidate is a member, how each request was disposed of, and what charges, if any, were made. All information must be placed in the Public File immediately following the completion of the request. This will allow another candidate seven days to review what time has been given or sold to his opponents. You should have forms for this purpose. (See sample "Free Political Time" form, attached). If you have any questions regarding this FCC requirement, please refer to your political catechism which you must have at your station. Since this is an election year, it would be well to review these requirements in detail. If you still have further questions, do not hesitate to inquire, preferably, by memo.

JD:sd

55054

Federal Communications Commission

Docket No. 97-75 Exhibit No. 6A-106

Presented by Cedric

Disposition { Identified DEC 31 1993
Received DEC 31 1993
Rejected _____

Reporter g.w.w.

Date DEC 31 1993

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 107

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

MEMORANDUM

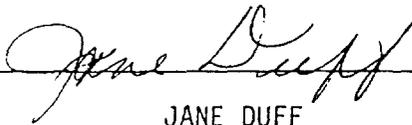
TO: All Station Managers
FROM: JANE DUFF
DATE: June 28, 1990
RE: Payroll Time Sheets

Attached is a revised payroll form which will be used to report payroll hours.

We will no longer fax these to you on the Friday before payroll is to be reported. However, we do still want to receive them back by fax just as you have done before.

These forms should be filled out in exactly the same manner as you have been doing them. The only change is that you will be typing in the employees names and file numbers, your station and P/E date. You will also be making corrections and additions as needed of employees on the Payroll Time Sheet. I suggest that you keep this form as a master and make copies as you need them.

If you have any questions regard this or other personnel matters, please contact Becky Martinez in the Personnel office at extension 530.



JANE DUFF
Vice President

JD:sd

Attachment

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Federal Communications Commission

Docket No. 47-75 Exhibit No. Sub C-107

Presented by Cole

Disposition { Identified _____
Received _____
Repaired _____

Reporter A. W. [Signature]

Date 11/1/48

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 108

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

January 8, 1991

Mrs. Darlene Eve
National Minority Television of Odessa
KMLM-TV Channel 42
P.O. Box 305
Gardendale, Texas 79762

Re: Master Control Operator Orientation Handbook

Dear Darlene:

By now, you have probably received copies of the Master Control Operator Orientation Handbook. This handbook should be used for the necessary training and evaluation of each air operator that is required by the FCC.

Please distribute this handbook to each air operator and have he or she sign a copy of the attached affidavit stating that he or she has received the manual. Also, be sure to inform each air operator that their evaluation will be based heavily upon their comprehension of this manual.

If you do not receive enough manuals please let us know immediately.

Should you have any questions please direct them to myself or Ben Miller.

Sincerely,

JANE DUFF
Director

JD:sd

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Federal Communications Commission

Docket No. 93-75 Exhibit No. CBC-

Presented by Cole

Disposition	{	Identified	DEC 3-1993
		Received	DEC 3-1993
		Rejected	

Reporter A. W.

Date **DEC 3-1993**

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 109

MM DOCKET NO. 93-75

Inter-Office Memo

When Finished, Route to:

- _____
- _____
- _____
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- _____

TO: All Station Managers

FROM: Jane Duff *JD*

DATE: May 7, 1991

RE: Inspection of Public File

Should you receive any requests, from an individual who has inspected the public file, to duplicate any letters, please do not release copies on the spot. Forward the copies to the individual within seven days, as per the FCC rules and regulations.

Be sure to notify my office of any inquiries for inspection of the public file.

JD:sd

