

# POLITICAL FILE CHECKLIST

## For Each Candidate

- BCRA Political Record and Certification of Federal Candidate Responsibility
- Acknowledgment of political disclosure statement or confirmation that disclosure was provided
- Initial order or inquiry
- Response to initial order or inquiry (contract, change order, etc.)
- Subsequent orders or inquiries and responses
- Contracts
- Actual scheduling information
- Invoices
- Rebate information
- Information concerning sponsors (officers, directors, members of the executive committee)
- Description of any appearances on non-exempt programs
- Description of any free time provided to candidates.

Note: Class of time must be shown on orders, contracts, invoices. etc.

## Sponsors of Controversial Issue and Non-“Use” Political Advertising

- BCRA Political Record
- Initial order or inquiry
- Response to initial order or inquiry (contract, change order, etc.)
- Subsequent orders or inquiries and responses
- Contracts
- Actual scheduling information
- Invoices
- Rebate information
- Information concerning sponsors (officers, directors, members of the executive committee)

**Note:** Class of time must be shown on orders, contracts, invoices. etc.

**Retention Period:** Two years.