

# Montgomery Community Media (MCM) Content Retention and Correction Policy

## 1. Purpose

Montgomery Community Media (MCM) is committed to accurate, ethical, and transparent journalism. Thus, our content policy and news gathering follows the AP Style Guide and our publishing procedures closely follow the guidelines set forth by the Associated Press and protected under the First Amendment of the United States Constitution. Our policy outlines our approach to the retention, correction, and potential modification of published news and information across all MCM platforms.

## 2. Retention of Published Content

MCM considers all published content—including news articles, videos, and public affairs programming—part of the historical record.

- **Permanent Archive:** Once published, content is typically retained in our public archive and will not be removed or deleted.
- **No Removal on Request:** We do not remove content solely because it is unfavorable or embarrassing to individuals involved, including in cases where reputational concerns are raised.
- **Exceptional Circumstances:** Content may be corrected, updated, archived or, in rare cases, retracted, if:
  - It was published in error.
  - It contains legal violations (e.g., libel, copyright infringement, sealed or expunged court records).
  - A court order or legal directive requires a correction, edit or retraction.
  - There are compelling ethical reasons (e.g., subject was a minor, a victim of sexual assault or victim of a heinous crime, or there are safety concerns surrounding a private resident who is the subject of a news story).

## 3. Corrections and Updates

MCM is committed to correcting errors promptly and transparently.

- **Factual Errors:** If a story contains incorrect information, we will make every necessary attempt to correct the content in a timely manner and add a **Correction Notice** explaining the change at the top of a web page or broadcast program. Any factual errors will be noted as “Corrections” on our website or in our broadcast programs.
- **Developing Stories:** If new, material information emerges (e.g., charges dropped or acquittal), we may write a follow-up story or **update the original article** and add an **Editor’s Note** to clarify the change in status.

- **User-Initiated Requests:** Individuals may submit requests for factual corrections or updates to MCM via our [contact page](#). Proof (such as court documents) may be required to support a change.

## 4. Archiving and De-Indexing

In rare cases where a story is accurate, but may cause ongoing, disproportionate harm to a private citizen, MCM may:

- Retain the content on our website.
- Add a “**no index**” tag to prevent it from appearing in search engines.

This approach balances public access to the archive with privacy and reputational considerations.

## 5. Requests for Review

Requests to correct, update, or de-index content must be submitted in writing to MCM’s Editorial Team via our website at: [www.mymcmedia.org/contact](http://www.mymcmedia.org/contact)

Requests should include:

- A link to the content on MCM’s site that is being referenced.
- A detailed explanation of the issue.
- Link(s) to supporting documentation, if applicable (e.g., legal documents).

MCM will review each request on a case-by-case basis and respond within a reasonable timeframe.

## 6. Fairness in Reporting

MCM makes significant efforts to reach anyone who may be portrayed in a negative manner in our news and information gathering process to give them a reasonable amount of time to get back to us before we publish our reports. The amount of time that is deemed “reasonable” may depend on the urgency and competitiveness of the story. If we don’t reach the parties involved for a quote or comment, MCM will explain in the published story what efforts were made to do so.

## 7. Editorial Discretion

All decisions regarding retractions, corrections, updates, or de-indexing are made at the sole discretion of MCM’s editorial leadership and legal counsel. This policy is subject to revision based on evolving legal standards, journalistic ethics, and community needs.