

Warner Music Group - Records Retention ScheduleRESEARCH and ANALYSIS

Abbreviations: CY=Current Year; E=Electronic					
Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
RSH-01	Digital Provider Update	Monthly compilation of data detailing actual revenues for digital sales made by individual market providers. (e.g. Amazon.com)	Cy + 10 years		E on Shared Drive
RSH-02	Market & Consumer Research and Forecasting Reports	Trending sales analyses prepared for executive level reporting, that includes projections for sales and revenues for both the short and long term.	Cy + 10 years		E on Shared Drive
RSH-03	Presentations - Financial & Sales Analysis	Power Point decks used for presentation of findings from specific sales, forecasts, trending and other types of financial analyses.	CY + 3 years		E on Shared Drive
RSH-04	Sales Activity and Forecasting Reports	Standardized and Ad-hoc reports that analyze sales activity or provide trending and forecasting, including reports on campaign and promotion, pricing, budgets for digital record and album sales, etc.. Data is compiled from internal data sources (e.g., APPLES), external reporting sources (e.g., SoundScan) and information supplied from vendor accounts (e.g., Walmart).	CY + 3 years		E on Shared Drive