

WEA Records Retention Schedule

BUSINESS and LEGAL AFFAIRS

| Abbreviations; CY=Current Year; E=Electronic; P=Paper | | | | | |
|---|--|---|---|---|-------|
| Group + Code | Records Series Name | Description | Retention Period | Legal Reference | Media |
| LGDG-01-WEA | Contracts & Agreements – New Media Agreements | <p>Agreements of the following types:</p> <p>(a) deals between WMG and digital service providers for exploitation of Warner content in a digital format (this will be the majority of the agreements);</p> <p>(b) deals between WMG and major music publishers granting digital rights to musical compositions embodied in WMG content;</p> <p>(c) deals between WMG and other major record labels granting digital rights in recorded content embodied in WMG content;</p> <p>(d) deals with vendors for creation of digital media applications, websites, and other professional services agreements (e.g., in connection with CMX).</p> <p>This category includes Amendments, Final Term Sheets (also referred to as Deal Summaries), Deal Meeting Approval Slides (documenting approval by the CEO), Correspondence, and Termination Letters related to the Agreements.</p> | 6 years from the date of Term of the relationship with the applicable partner | Standard Statute of Limitations = 6 years | |
| LGDG-02-WEA | Contracts & Agreements - Non-Disclosure Agreements (NDA) | Confidentiality agreements restricting the disclosure of confidential or proprietary information under specific circumstances. Includes multi-party CMX NDAs. | 6 years from the date of Term of the applicable agreement (i.e. the date that the parties cease to operate under the agreement) | Standard Statute of Limitations = 6 years | |
| LGDG-06-WEA | Master Deal Chart | Spreadsheets documenting all active and expired deals undertaken by WMG. Includes worksheet "Approved Accounts List" (listing Approved Accounts associated with such agreements). | Deal entries are removed from the Chart - Term of agreement + 6 years | | |
| LGEM-02-WEA | Contracts & Agreements – Consulting | Agreements contracting with an expert to provide services in a specific field for an identified time period. | Expiration + 6 years | Standard Statute of Limitations = 6 years | |