

WEA Records Retention ScheduleDISTRIBUTION FINANCE

Abbreviations; CY=Current Year; E=Electronic; P=Paper					
Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
<b>WMG Distribution Finance</b>					
FNAC-09-WEA	Monthly Close Binders	Financial statements including Balance sheets, Profit/Loss Statements, etc.	CY + 10 years	29 USC 1451 (Limitation of action = 6 yrs after filing date)	P
FNAC-10-WEA	SOX Binder - Accounting	Records that demonstrate that the accounting activities performed during the month were handled according to the requirements of SOX.	CY + 7 years	Sox record retention requirements: <a href="http://www.sec.gov/rules/financial/33-8180.htm">http://www.sec.gov/rules/financial/33-8180.htm</a>	P
FNPA-03-WEA	Budgets	Records used in preparing budgets for the Company and its operating units. May include expenses, capital, forecasts, resource plans, actuals, variances and backup information.	CY + 3 years		E & P
FNPA-04-WEA	Forecasts	Monthly reports that detail anticipated sales and financial activity based on current activity.	12 months		E & P
FNPA-05-WEA	Presentations - Budgets	Power Point decks used for presentations to the Board of Directors explaining planned budget.	CY + 3 years		E & P
FNPI-06-WEA	Participation Statements - P&D	Documentation of the reconciliation of accounts to non-WMG Labels for financial/accounting work contracted out to WMG. Includes correspondence, approvals, comments, notes and copy of statement.	Close of audit + 6 years	29 USC 1451 (Limitation of action = 6 yrs after filing date)	P
FNPI-07-WEA	Digital Service Provider (DSP) Statements	Summary statements received from DSPs via email (email dropbox that A/R has access to). Utilized by A/R to match against detail and amounts paid by DSPs.	CY + 3 years		E