

**Warner Music Group - Records Retention Schedule****FINANCE - INTERNAL AUDIT**

Abbreviations: CY=Current Year; E=Electronic; P=Paper

Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
FNIA-01	Audit Committee Presentations	Quarterly Reports documenting current activities, prepared for and presented to the Audit Committee of the Board of Directors.	CY + 10 years	For consistency with WMG's financial statement audits and related 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>	E
FNIA-02	Audit Reports - Internal	Final version of the report sent to the manager of the business unit, department or group audited.	Implementation or resolution of audit recommendations + 10 years.	For consistency with WMG's financial statement audits and related 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>	E
FNIA-03	Audit Schedule	List of audits to be performed during a given year, including location, assigned auditor, timetable and budgeted project hours.	CY + 10 years	For consistency with WMG's financial statement audits and related 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>	E
FNIA-04	Internal Audit Issues - Tracking Database	Spreadsheet used to track recommended actions documented in completed audits.	Implementation or resolution of audit recommendations + 10 years.	For consistency with WMG's financial statement audits and related 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>	E
FNIA-05	Internal Audit Workpapers	Supporting documentation relevant to the audit or review, including memoranda, correspondence, communications, etc..	Implementation or resolution of audit recommendations + 10 years	For consistency with WMG's financial statement audits and related 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>	E and P

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FNIA-06	Policies & Procedures - Internal Audit	Documentation of the process for conducting audits within the company.	Superseded	For consistency with WMG's financial statement audits and related Sox record retention requirements: 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>	E
FNIA-07	Risk Assessments	Identification, evaluation, and estimation of the levels of risks involved in various situations or activities within the company globally, used to set the schedule for future audits.	Implementation or resolution of audit recommendations + 10 years.	For consistency with WMG's financial statement audits and related 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>	E