

Warner Music Group - Records Retention Schedule**LABEL SHARED SERVICES**

Abbreviations: CY=Current Year; CFY=Current fidscal year; Term=termination; Perm=Permanent; E=Electronic; P=Paper					
Group + Code	Record Name	Description	Retention Period	Legal Reference	Media
FAC-01	Capital (Construction) Projects	Records relating to construction projects for major capital improvements, and the design and layout of buildings and facilities, including building specifications, architectural drawings, blueprints and floor plans, copies of contracts, schedules of work, and project scope, security systems, furniture and AV equipment purchased and installed.	Life of lease or asset + 3 years		P & E
FAC-02	Contracts & Agreements - Purchasing and Operations	Contracts and agreements between outside parties/service providers and the company related to operations/procurement functions. Includes documentation related to performance of contracts.	Term + 6 years		P & E
FAC-03	Deeds, Warranties, and Real Property Records	Records related to the ownership of property, including appraisals, liens and attachents to real property.	Perm		P & E
FAC-04	Fire Alarm/Sprinkler System Reports	Records related to the installation, maintenance and testing of fire protection equipment	Term of lease + 3 years		P & E
FAC-05	Inventories, Office Furniture and Equipment	Copiers, artwork, furniture, HVAC, AV	Term of lease + 3 years		P & E
FAC-06	Invoices - Facilities	Copies of bills for utilities, repairs and maintenance, contracted services of copiers, HVAC, etc.	CFY + 2 years		P
FAC-07	Material Safety Data Sheets (MSDS)	Safety data sheets retained on hazardous substances stored and used in company facilities.	Until superseded or substance no longer in use		P & E

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FAC-08	Property Leases	Records related to the lease of property.	Term + 3 years		P & E
FAC-09	Records Transfer	Records related to the transfer of inactive records to and from offsite storage	10 years		P & E
FAC-10	Rent Statements	Copies of invoices and documentation of rent paid on specific domestic properties used by WMG	Term of lease + 2 years		P & E
FAC-11	Vehicle Documentation	Registration, Insurance, Service/Repair records (West Coast only)	Term of lease + 3 years		P & E