

**Warner Music Group - Records Retention Schedule**

**FINANCE - TAX and TREASURY**

Abbreviations: CY=Current Year; Term=Termination; E=Electronic; P=Paper					
Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
<b>Tax</b>					
FNTX-01	Accounting for Income Tax (FAS 109) and Financial Statement Tax Disclosure Supporting Work-papers		CY + 15 years	26 USC 6501(e)(1)(A) = 6 years; 26CFR1.1244(e)-1(a)(2)(iv) = 5 years	P
FNTX-02	Federal Income Tax Returns and Related Documents	Corporate income tax returns and all supporting documents (work-papers, research memos, etc.)	CY + 15 years	26 USC 6501(e)(1)(A) = 6 years; 26CFR1.1244(e)-1(a)(2)(iv) = 5 years	
FNTX-03	Foreign Withholding Tax Receipts/Certificates		CY + 15 years	26 USC 6501(e)(1)(A) = 6 years	P
FNTX-04	IRS and Foreign Jurisdiction Transfer Pricing Documentation		CY + 15 years	26 USC 6501(e)(1)(A) = 6 years	P
FNTX-05	Tax Audits	Records relating to tax audits by Federal and State tax auditors, including requests, findings, refund claims, agreements, etc.	6 years from date tax is due or tax is paid		P
FNTX-06	State Income and Franchise Tax Returns	State income and franchise tax returns and all supporting documentation (work-papers, etc.); state income tax audit reports	CY + 15 years	14 FS 212.13(2) = 5 years	P
FNTX-07	State Sales and Use Tax Records	Books of account that document all sales with the amounts charged, paid or due, and the tax payable. Includes a true copy of each bill, sales slip, invoice, receipt, statement, memorandum and all schedules and working papers used in connection with the preparation of returns.	CY + 15 years	14 FS 212.13(2) = 5 years	P

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<b>Treasury</b>					
FNTR-01	Bank Account Documentation	Information on company bank accounts managed by the Accounting Department.	Close of Account + 2 years		P & E
FNTR-02	Insurance Policies - D&DP	Original policies	Term of policy + 1 year		P & E
FNTR-03	Insurance Policies - Property and Casualty	Original policies including addendums, extensions, and other correspondence with contracted insurance broker.	Permanent		P & E