

Warner Music Group - Records Retention Schedule**CORPORATE COMMUNICATIONS****Abbreviations: CY=Current Year; Term=Termination/ End of Employment, Contract, etc.; E=Electronic; P=Paper**

Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
COMM-01	Charitable Donations / Volunteer Program activities	Records that document donations to different charities, including invoice, copy of check and receipt acknowledgements, and company supported volunteer activities in the local community.	CY + 5 years		P
COMM-02	Contracts & Agreements - Event Production	Contracts with vendors involved with the running of outside meetings, special events, parties, etc.,	Term of agreement + 6 years	Statute of Limitations = 6 years	P
COMM-03	Contracts & Agreements - Public Relations Firms	Contracts with firms involved in the marketing of the company, its activities, talent, etc.	Term of agreement + 6 years	Statute of Limitations = 6 years	P
COMM-04	Internal Communications	Company newsletters, bulletins, videos and other forms of internal communications.	25 years (review for archival preservation)		E & P
COMM-05	News Clippings	Clip Service database that contains links and/or copies of articles from newspapers, magazines and other online sites mentioning WMG Talent, activities, executives and corporate feature stories captured on a daily basis.	25 years (review for archival preservation)		E & P
COMM-06	Photographs - Executives	Head shots of executive level personnel, photos taken during events, etc.	Permanent		E & P
COMM-07	Press Kits	Articles about the company identified from the "Clip Service", forwarded to investors, news agencies to include in articles about the company, and other interested parties. (Top stories are identified and filed separately.)	25 years (review for archival preservation)		E
COMM-08	Press Releases	Articles documenting specific company events, actions or activities sent to media outlets for publication.	Permanent		E
COMM-09	Speeches	Final copy of speeches prepared for and with executives for presentation both within and outside the company.	Permanent		E
COMM-10	Videos - Corporate	Videos created for presentation at, or actually documenting some activity or event.	10 years (review for archival preservation)		E