

WEA Records Retention ScheduleMERCHANDISING

Abbreviations; CY=Current Year; E=Electronic; P=Paper					
Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
MRCH-01	Merchandising Art Requests	Document sent to Creative Services requesting a design to be generated for merchandise to be sold at an artist's upcoming tour. Includes revision requests.	5 years		E & P
MRCH-02	Merchandise Tracking Database - SMS	System used to track history of merchandise creation and sales during artists' tours, on D2C websites, etc. Includes information on UPCs, orders placed, production and shipment data, delivery dates, type of 'blank' used, and the price quoted to the artist.	15 years, with annual review for warehousing key data		E
MRCH-03	Merchandise Work Orders	Documentation that initiates the order for merchandise that will be sent out to an artist while touring. This data is input into the SMS database to create a specific UPC and arrange for shipping dates. (See SMS database)	5 years		E & P
MRCH-04	Tour Merchandise - Master Settlement File	Documentation that tracks merchandise ordered for sale during an artist's tour. Includes tour dates and venues, budget, types of merchandise created and shipped out, sales activity and remaining inventory, and expenses of sales representative handling the tour.	End of tour + 2 years		E
MRCH-05	Tour Merchandise - Supply Price Card	Rate report that lists the standard pricing for "blank" merchandise (t-shirts and hoodies) sold to artists with/without final design stamping and production.	Until Superseded		P
MRCH-06	Touring Schedule	Schedule of the dates and venues contracted for performance by a specific artist, received from artist agents.	2 years		E