

| 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 |
| BD-01 | Consumer research | Data, reports and spreadsheets used to analyze possible investments by WMG. | CY + 5 yrs | | E |
| BD-02 | Budgets for New Business | Analysis of anticipated expenditures to launch an activity once a deal is approved | CY + 5 yrs | | E |
| BD-03 | Deal Analysis | Records documenting the analysis, assessment of risk, and evaluation of the investment rate of return (IRR) for potential business deals, agreements, etc. | CY + 3 yrs | | E |
| BD-04 | Budget Presentations for New Business | Explanation of costs required to implement a completed deal, e.g. acquisition, joint venture into the future | CY + 5 yrs | | E |