

Warner Music Group - Records Retention Schedule

HUMAN RESOURCES

Abbreviations: CY=Current Year; Term=Termination/ End of Employment					
Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
HR Administration					
HRAD-01	Employee Layoff Programs (RIFs)	Documentation of structured employee severance packages that includes calculation spreadsheets, employee "WARN" notices and "WARN" letters sent to State Regulatory Agencies, fax cover sheets, Exhibits A & B, and copy of signed employee severance agreement	Close of program + 6 years	41 CFR 60-741.80 (2 yrs); 29 CFR 1602.14(1 yr).; 20 CFR 639.1 - 639.10 (no retention specified); NYCPLR 213(1) - limitation of actions(6 yrs)	E (Shared drive)
HRAD-02	E-Verify Confirmations	Copy of findings report issued after electronic search done through the Department of Homeland Security, confirming or disallowing the eligibility of a new hire to work in the United States.	Term + 3 years	8 USC 1324a(b)(3) and 8 CFR 274a.2(b) = Date of Hire + 3 years or termination date + 1 yr, whichever comes later	P
HRAD-03	Payroll Audits	Audit of bi-weekly payroll to validate changes made to wages paid based on employee(s) lifecycle changes.	CY + 7 years	29 CFR 516.5 (2 years); TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E, P
HRAD-04	Payroll Standard & Ad Hoc Reports	Includes New hire and termination report, Bonus projections, Staffing report (finance), Overtime report (finance) and Report of severance (paid/accrued)	CY + 7 years	TN-RRT 0560-2-3-10 = 7 yrs; FL-FAC 60BB-2-032(2)=5 yrs	E
HRAD-05	Personnel Action Notifications (PAN) - Payroll copy	Copies of signed forms used to authorize changes in the payroll system to reflect changes in an employee's work status, e.g., promotions, transfers, demotions, terminations, leaves of absence, salary adjustments.	CY + 7 years	29 CFR 516.5 (2 yrs); TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HR Benefits					
HRBN-01	Benefit Plan Administration - 401K	Records, reports and correspondence related to the general management and administration of the company sponsored 401K plan, including Summary Plan Descriptions and "Summary of material Modifications, etc.	Permanent	29 USC 1027 (6 yrs after filing date)	E
HRBN-02	Benefit Plans Enrollment Reports	Monthly reports run by ADP including employee enrollment Report and the Family Status Change Report.	CY + 2 years		E

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HRBN-03	COBRA Program	Documentation of terminated employees who qualify for coverage under COBRA, including records of terminations, reductions in hours, leaves or deaths, etc.	CY + 5 years (files managed by current outsource vendor)		E
HRBN-04	Employee Medical Files	Documentation of an employee's request for leave of absence under FMLA (Family Medical Leave Act), short and long term disability insurance plans, and workers' compensation when loss of time is incurred. Includes accommodation requests, forms, reports, etc.	Term + 7 years	29 CFR 825.500(b) - follow FLSA section 11c (no less than 3 yrs)	E, P
HRBN-05	HIPAA Program	Documentation of company program to protect privacy of employees' individually identifiable health information.	Superseded + 6 years		E
HRBN-06	OSHA Filings	Copies of OSHA Log 300, the annual summary, and the OSHA 301 "Injuries and Illnesses Incident Report" documenting the occurrence of any employee work related injuries or illnesses during the year.	CY + 18 years	29 CFR 1904.33 (Current yr + 5 years); NYCL 110(1) (18 yrs)	E
HR Compensation					
HRCP-01	Affirmative Action Plan	Documentation of program used to assure equal opportunity for employment, training, promotions, etc., within the company.	CY + 5 years		
HRCP-02	Contracts & Agreements - Employment Agreements	Original signed copies of a contract that outlines the terms of employment between a WMG company and an employee, including salary, bonuses, etc. (Signed originals w/amendments are kept by the employee and by the Legal and HR departments.)	Term + 7 years		E & P
HRCP-03	EEOC Filings	Copies of annual reports filed electronically with the Department of Labor, including EEO-1, VETS 100, VETS 100A, etc..	CY + 3 years	29 CFR 1602.7 (Current Year)	E

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HRCP-04	Employee Compensation Files	Documentation of wages and other compensation paid to employees that includes employees' name, social security number, address, birth date, occupation, job description, job pricing, rate of pay and weekly compensation, gross and net wages, cash remuneration, money equivalent of non-money remuneration (e.g., board, rent, housing, lodging) and compensation on which unemployment tax is owed.	Final compensation + 7 years	TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E (ADP)
HRCP-05	Employee Relocation	Computation of imputed income for new or transferred employees who are provided relocation funding. Used as backup data to the "Relocation Expense Summary by Category and Invoice Dates Report" sent to payroll for processing.	CY + 7 years	29 CFR 516.5 (3 yrs); TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	
HRCP-06	Immigration and Naturalization	Documentation required by the United States government to obtain employment authorization for a non-US citizen to be employed by WMG in the United States, including Visas.	Term +7 years		
HRCP-07	Salary Administration	Job descriptions, wage tables and other documentation used to determine and monitor salary plans.	CY + 5 Years	29 CFR 516.5 (3 yrs); NYS Consolidated Laws - Labor. Sec. 663 (6 yrs)	
HRCP-08	Salary Bonus and Incentive Programs	Records that support and explain the process for issuing employee bonuses and/or merit increases	Active + 7 years	29 CFR 516.5 (3 yrs); TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	
HRCP-09	Salary Surveys	Reviews of salaries paid for similar positions in other companies including position description & responsibilities, salary range and grade level.	Until superseded		
HR Generalists					
HRGN-01	Background Checks - Hired	Report from successful background check on candidate approved for an open position.	Term + 3 years		E (Share Point site)
HRGN-02	Background Checks - Not Hired	Report from failed background check, that is escalated to the Background Check Committee and a not to hire decision is made.	CY + 3 years		E (Share Point site)

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HRGN-03	Contracts & Agreements - HR Vendors	Agreements contracting with vendors for outplacement services, training & development.	Term + 6 years	Statute of Limitations = 6 years	P
HRGN-04	Contracts & Agreements - Consultants	Agreements contracting with an expert who charges a fee for providing services in a specific field for an identified time period.	Term + 6 years	Statute of Limitations = 6 years	P, E
HRGN-05	Employee Complaints	Documentation of questions, complaints or concerns discussed with HR personnel not requiring further investigation.	Final Disposition + 1 year		P
HRGN-06	Employee Investigations	Documentation compiled for claims of discrimination, sexual harassment, or other claims against the company brought by an employee. <i>(some matters handled by the Legal Department)</i>	Term + 7 years	29 CFR 1602.14 = 1 year after discharge	P (Kept by VP-Human Resources)
HRGN-07	Employee Personnel Files	Documents & forms that provide a history of employment for active & terminated employees and is also used to support security and reference checks. Includes job applications, resumes, records related to promotion, demotion, transfer, selection for training, layoff, recall or discharge, disciplinary notices, and performance evaluations.	Term + 7 years	29 CFR 1627.3(a) = 3 yrs; NYS Consolidated Laws, Labor Sec.663 = 6 yrs.	P
HRGN-08	Employee Training	Records that document employees' attendance and/or completion of a training class and when.	Term + 7 years		
HRGN-09	Exit Interviews	Report from online survey and any notes taken during the interview with an employee who is departing the company voluntarily.	CY + 3 years		E, P
HRGN-10	I-9 Forms	Completed Employment Eligibility Verification forms.	Term + 3 years	8 USC 1324a(b)(3) = Date of Hire + 3 years or Termination Date + 1 year, whichever comes later	
HRGN-11	New Employee Orientation Packets	Copies of company policies and information on benefits given to new employees. Forms, PowerPoint presentation and Benefits at a Glance.	Until superseded		P, E (flashdrive)

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HR Payroll					
HRPY-01	Checks - Cancelled & Void	Original cancelled & Void Payroll checks, including Positive Pay file (held at Bank of America)	Tax Settlement + 7 years	TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	
HRPY-02	Employee GL Expense Detail Transactions Report	Report sent to Finance Department documenting payroll expenses charged against individual GL accounts.	CY + 7 year	26 CFR 1.6001-1(a); 29 CFR 516.5 (3 yrs) and 516.6 (2 yrs); 29 CFR 1627.3 TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-03	Employee Payroll Deduction Authorizations	Signed forms and other supporting documentation that authorizes deductions from an employee's salary, including W4s.	Tax settlement + 7 years	26 CFR 1.6001-1(e)(2) = Tax due or paid + 4 yrs; TN RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-04	Employee Payroll Statements	Copies of Bi-weekly pay statements given to employees along with payroll checks, that lists earnings and deductions made for the current pay period and for the year to-date.	CY + 7 years	29 CFR 516.5 (3 yrs); TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-05	Employment Tax Returns	Copies of annual and quarterly tax returns filed with tax authorities documenting taxes paid on wages and directions from employees. Includes Copy D of employee Form W-2, Forms 940, and 941, and other state required forms.	CY + 15 years	26 CFR 1.6001-1(e)(2) = Tax due or paid + 4 yrs	E
HRPY-06	Garnishments and Liens	Records of state garnishments and federal and/or state tax liens attached to an employees wages.	Closed + 7 years	29 CFR 516.5 (3yrs); TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-07	Master Control Report	Bi-weekly report listing the total amount of taxes and other deductions made against all employees wages to date, including wage & hour data, taxes and payroll data, and employee total compensation to date.	CY + 10 Years	26 CFR 1.6001-1(e)(2) = Tax due or paid + 4 yrs	E

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HRPY-08	Payroll Input and Reconciliation Report	Report used to compare data input versus actual output of the bi-weekly payroll run.	Tax due or paid + 7 years	26 CFR 1.6001-1(e)(2) = Tax due or paid + 4 yrs; TN RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-09	Payroll Reconciliation Report	Report comparing one pay period to the next pay period, to identify errors that need to be rectified.	CY + 7 years	26 CFR 1.6001-1(a); 29 CFR 516.5 (3 yrs) and 516.6 (2 yrs); 29 CFR 1627.3 TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-10	Payroll Register	Documentation of all employees earnings, deductions for taxes and benefits, and net pay.	Tax settlement + 7 years	29 CFR 516.5 (3 years); 29 CFR 516.6 (2 years); 29 USC 1451 (Limitation of action = 6 yrs);TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-11	Payroll Reports	Payroll Summary; Payroll Personnel Changes.	CY + 10 Years		E
HRPY-12	Payroll Taxes Paid	Statement of Deposit documenting required employer and employee taxes paid to federal, state and local taxing authorities.	Tax settlement + 7 years	26 CFR 1.6001-1(e)(2) = Tax due or paid + 4 yrs; TN RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E & P
HRPY-13	TC1 (Time Card Data)	Template/completed forms used to upload time transactions into the time transaction database.	CY + 3 Years		E
HRPY-14	Time & Attendance Records	Records of time worked by hourly compensated employees.	CY + 7 Years	29 CFR 516.5 (3 years); 29 CFR 516.6 (2 years); 29 USC 1451 (Limitation of action = 6 yrs);TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E, P

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HRPY-15	Unclaimed Salaries and Wages	Abandoned property administration.	Follows individual state escheat laws which ranges between 1 to 5 years before wages become abandoned property of the state.		E
HRPY-16	Unemployment Compensation Claims	Documentation of claims including wages earned, time worked and unavailability for work with respect to employees eligible for partial unemployment benefits.	Term + 7 years	TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	E
HRPY-17	Unemployment Insurance Contribution Returns	Copies of Quarterly State unemployment contribution report and Annual Federal unemployment contribution return.	Tax Settlement + 4 years	26 CFR 1.6001-1(e)(2) = Tax due or paid + 4 yrs	E
HRPY-18	Wage and Tax Register	Report listing the amount of an employee's wages subject to withholding	Tax settlement + 6 years	26 CFR 1.6001-1(e)(2) = Tax due or paid + 4 yrs	E
HR Staffing					
HRST-01	Applicant self-identification form	Form that applicants may choose to fill-out to provide demographic information on gender, ethnic background, etc., for government reporting requirements.	CY + 5 years	29 CFR 1602.14 (1 year)	E (Service mailbox)
HRST-02	Applicant Tracking System	Resumes and other information received in response to job postings for individuals not hired including interviewer notes and recommendations.	CY + 6 years	29 CFR 1627.3(b)(1)(I) (resumes) = 1 year from receipt	E
HRST-03	Background Checks - Not Hired (Staffing)	Successful/unsuccessful background check reports on candidates not hired for a position.	CY + 1 year	Business decision (Official copy sent to HR-Generalists)	E
HRST-04	Bulletins & Announcements - Staffing	Communications to employees providing information on company/department specific related activities, issues, etc.	CY + 1 year		E
HRST-05	Contracts & Agreements - Recruitment Agencies	Agreements with employment agencies, professional and executive recruiters, websites, etc. for the purpose of filling open positions within the company.	End of contract + 6 years	Statute of Limitations requirement for most states = Term/End of contract + 6 years	P

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HRST-06	Employee Surveys - Staffing	Completed questionnaires requesting feedback from employees on how effective are Staffing processes and activities, e.g., on-boarding, exiting. Includes Summary of results.	CY + 2 years		E (Outlook)
HRST-07	Internship Program	Documentation on individuals selected for internship positions, including letters from schools, time frames of assignment, time cards, and copies of any stipend payments, W-9s, 1099s, any stipend payments, and managers' review.	Term + 7 years	TN-RRT 0560-2-3-10 (7 yrs); FL-FAC 60BB-2-032(2) (5 yrs)	
HRST-08	Open Position Report	Access DB Report that tracks open and closed positions, and is used to provides metrics on how fast positions are being filled.	12 months		
HRST-09	Recruitment Job File	Records documenting all activity on a new job posting, including signed headcount approval forms, job advertisement/posting, applicant intake/tracking form, interviewer notes and recommendations, resumes, and job orders submitted to employment agencies.	Closed + 2 years	29 CFR 1627.3(b)(1) (Age) = 1 year; 29 CFR 1602.4 = 1 year	P, E (Outlook)
HRST-10	Resumes - Employee Referral Program	Resumes (solicited and unsolicited) sent to the Staffing group by company employees, under the Scouting Talent & Recruiting (S.T.A.R.) Program as potential applicants for current or future job openings. (since 3/2009)	CY + 6 years	41 CFR 60-741.80 (Government Contractors) = 2 years; 29 CFR 1627.3(b)(1)(I) (resumes) = 1 year from receipt	P, E (Outlook)
HRST-11	Staffing Policies, Procedures and Guidelines	Internal transfers, staffing process, guidelines on interviewing, procedures for hiring	Superseded + 6 years	NYCPLR 213(1) - limitation of actions(6 yrs)	P, E