

Abbreviations: CY=Current Year; E=Electronic; P=Paper					
Group + Code	Record Name	Description	Retention Period	Legal Reference	Media
IR-01	Board of Directors Meetings Reports	Reports and supporting documentation prepared for presentation at Board meetings, including metrics reports, IR monthly slide submissions with completed version of monthly metrics package from FP&A group, and Earnings Summaries. (Final versions held by Financial Planning and Analysis)	CY + 5 yrs		P & E
IR-02	Earnings Reports and Analysis	Documentation used to prepare the WMG quarterly earnings report, including press release drafts and final, script drafts and final, Q&A drafts and final, Soundscan spreadsheet, roadmap/talking point, roll-out schedule, finance factsheet and additional spreadsheets.	20 years for final copies and backup, 5 years for drafts		P & E
IR-03	Industry Analyst Reports	Wall Street Analyst Research Reports on other Media Companies, Third party (non-Wall Street) music industry reports/consumer research, and IFPI/RIAA reports/data.	CY + 2 yrs		P & E
IR-04	Market Reseach & Analysis Reports	Data, reports and spreadsheets used to analyze WMG sales, investment, earnings, etc., compared to other companies within the music industry. Includes Competitive Analysis comparing WMG reported earnings vs. other public music majors (EMI, Sony, Universal); Consensus Data received from subscription database; Soundscan analyses received weekly from Nielsen/Soundscan reports.	CY + 4 yrs		P & E
IR-05	Meeting Materials - D&O Underwriters	Materials from D&O Underwriters annual meetings with WMG (presentation, Q&A, attendee list)	CY + 2 yrs		P & E
IR-06	Meeting Materials - Investor Relations	Documentation of investor luncheons, Wall Street Conferences, 1x1 meetings and non-deal roadshows, including attendee lists, schedules, agendas, investor briefs and talking points.	CY + 2 yrs		P & E

Warner Music Group - Records Retention Schedule**STRATEGY and OPERATIONS - INVESTOR RELATIONS**

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IR-07	Presentations	Presentation materials and suggested talking points for Wall Street conferences at which WMG management presented or held 1x1 meetings, including other Corporate Presentations e.g. WMG Overview, Music Publishing Primer.	CY + 4yrs		P & E
IR-08	Ratings Agencies Reports	Reports and releases compiled by rating agencies concerning WMG (Moody's, S&P, Fitch)	CY + 9 yrs		P & E
IR-09	Shareholder & Investor Tracking	Big Dough backup data (investor contact lists/meetings dates)	Cy+ 4 yrs		P & E
IR-10	Shareholders Annual Meeting	Documentation of preparations and IR coordination for the Shareholders Annual Meeting, including meeting slides, draft talking points, and RSVP lists	Cy+ 4 yrs		P & E
IR-11	Shareholders Annual Report	Records used in preparation for the Annual Report, including Annual Shareholder letter (drafts and final), peer group performance charts prepared by outside vendor. <i>(Also includes vendor's proposals and final design used for the 2005-2006 Annual report.)</i>	CY + 9 yrs		P & E
IR-12	Stock Trade Analyses - Media Companies	Compilation report on trading multiples of media companies, including Investor targeting screens created from daily reports received from Capital Bridge (vendor) or investment banks	CY + 2 yrs		P & E
IR-13	Stock Trade Analyses - WMG Shareholders	Analysis of shareholder base, trading, etc, provided by Capital Bridge on a Weekly/Monthly/Quarterly schedule.	CY + 1 yr		P & E
IR-14	Wall Street Analyst Reports (WMG)	Research reports compiled by Wall Street analysts concerning Warner Music Group business and financials.	CY + 9 yrs		P & E