

WEA Records Retention Schedule

PRODUCT DATA MANAGEMENT

Abbreviations; CY=Current Year; E=Electronic; P=Paper					
Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
Product Data Management					
PDM-01	New Release Mastering Request	Information received from a label that describes a soon to be released product. May include artist name, album name, track name and/or sequence, publisher information, producer, format, requestor, or other relevant data, for input into the GCDM (Global Content Data Management) System and access by Digital Service Providers.	CY + 7 years	For consistency with WMG's financial statement audits and related Sox record retention requirements: http://www.sec.gov/rules/financial/33-8180.htm	P&E
PDM-02	Revenue Assurance Change Requests	Requests sent by Revenue Assurance group giving directions to correct input of financial data into GCDM.	CY + 7 years	For consistency with WMG's financial statement audits and related Sox record retention requirements: http://www.sec.gov/rules/financial/33-8180.htm	E