

WEA Records Retention ScheduleINVENTORY, PRICING, and CUSTOMER SERVICE

Abbreviations; CY=Current Year; E=Electronic; P=Paper					
Group + Code	Records Series Name	Description	Retention Period	Legal Reference	Media
<b>Production &amp; Inventory</b>					
PI-01	Bills of Material (BOM)	List of items needed to manufacture product or merchandise, that includes artwork, editorial content and any other directions for controlling production.	CY + 3 years		E
PI-02	Contracts & Agreements - Freight	Pricing agreements with freight carriers that are based on a Master Agreement held by WMG	Closed + 6y	Standard Statute of Limitations = 6 years	P&E
PI-03	Contracts & Agreements - Warehousing		Closed + 6y	Standard Statute of Limitations = 6 years	P&E
PI-04	Freight Billing Records	Records & files documenting the reconciliation and payment of freight invoices, including freight bills, freight claims, inventory adjustment requests, paid freight bills.	CY + 6 years	26 CFR 1.6001-1(a); 26 USC 6501 = 6 years	P&E
PI-05	Manufacturing Pricing Tables	Records relating to the costs for manufacturing audio and video products and other merchandise, including vendor contract prices and standard costs reporting.	CY + 3 years		E
PI-06	Product Inventory	Records relating to warehoused inventory including cd's, vinyl, and merchandise, to track items received, sold and amounts currently available.	CY + 6 years	26 CFR 1.6001-1(a); 26 USC 6501 = 6 years	E
PI-07	Purchase Orders (Customer non-electronic)	Purchase orders received from certain customers in paper format that are scanned into ESS sales system	2 years		P&E
PI-08	Production Orders	Documentation of orders placed for components and/or finished goods requested by marketing groups, and are shipped to partners or used to stock inventory.	CY + 6 years	26 CFR 1.6001-1(a); 26 USC 6501 = 6 years	P&E
PI-09	Shipping & Receiving Administration Files	Records, files and reports supporting the shipping and receiving functions that are used to track the movement of materials and respond to queries.	CY + 6 years	26 CFR 1.6001-1(a); 26 USC 6501 = 6 years	P&E

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<b>Customer Service</b>					
CUS-01	Bills of Lading	Records used to substantiate shipments and potential claims on shipments.	CY + 6 years	26 CFR 1.6001-1(a); 26 USC 6501 = 6 years	P&E
CUS-02	Customer Claims and Adjustments	Information that documents a dispute on performance for a customer sale, e.g., non-receipt of merchandise, pricing issues, delivery error, etc.. Includes complaint, other correspondence and information on how issue was resolved (e.g., RA#, refund by cash or credit card, merchandise sent, credit to an account).	CY + 6 years	26 CFR 1.6001-1(a); 26 USC 6501 = 6 years	P&E
CUS-03	Internal Orders for Promotional Goods	Records that track internal orders for goods (cd's, records, merchandise, etc.) already in warehouse inventory. This data is input through the order management system and tracked through ESS.	3 months		P&E
<b>Pricing Control</b>					
PC-01	Customer Account Setup Requests	Documentation used to initiate the set-up or update to a customer accounts tracked in ESS. Includes customer deal information, credit limits, authorizations, pricing list, product restrictions, SOX approvers, etc.	CY + 6 years		E
PC-02	Contract Pricing Data	Records relating to pricing information communicated to customers.	CY + 6 years	26 CFR 1.6001-1(a); 26 USC 6501 = 6 years	E
PC-03	Product / New Release Setup Requests	Documentation that initiates the set-up or update of product information in ESS. May include Initial Order spreadsheet (IO) and sale sheet, New Release input form, product information, pricing/pricing changes, authorizations, product restrictions, etc.,	CY + 6 years		E