

to a memorandum, converted to a text document, etc.) and stored with the other Corporate records of the appropriate Office of Record. Although the Neustar IT department will maintain corporate back-ups of all e-mail and instant messages, as well as files maintained on corporate servers, such back-ups shall be subject to the General Retention Rule and will be destroyed after two (2) years unless subject to a longer retention requirement (e.g. because of a litigation notice).

2.8 Records Obtained Through Corporate Acquisitions

In the event that Neustar acquires all or part of another company, any of that company's business records that are transferred to Neustar should be treated no differently than any other Neustar records under the terms of this Policy. Thus, following the completion of any corporate acquisition all records obtained through the acquisition are to be reviewed and categorized consistent with the Policy. Any records subject to ongoing retention are to be transferred to the designated Office of Record or otherwise sent to off-site storage, as appropriate. Records subject to destruction, on the other hand, are to be destroyed in accordance with the Policy's terms.

Acquisitions in some cases may result in material changes in the nature or scope of the company's business, which in turn could necessitate changes to the Records Retention Schedule or to this Policy. In the event of an acquisition, The Legal Department will be responsible for promptly assessing the need for any such changes.

3 Implementation Guidelines

Implementation of this Policy will require ongoing collaboration between the Legal Department and designated representatives from each business unit and department. Ultimately, responsibility for implementing this Policy will rest largely with the senior managers within each department and business unit, who will be held accountable for the records management practices of their entire organizations. In addition, each employee shall be responsible for implementing the Policy as it pertains to records kept by that individual.

To facilitate implementation, the legal team will conduct employee-training programs and will provide general informational and consulting services on all records management issues. For help with implementation of this Policy or to schedule employee training, please contact the Legal Department.

4 Policy Enforcement

Because failure to comply with this Policy could adversely affect the company's business or result in serious legal repercussions, it is mandatory that all Neustar personnel strictly comply with this Policy. In complying with this Policy, it is expected that all business units, departments, and individual employees will periodically review their records to determine what action, if any, may be required. By January 31 of each year, all personnel will be expected to have achieved full compliance with the current year's policy, and senior managers will be asked to report on the overall state of compliance of the organizations for which they are responsible.

Responsible individuals will be held accountable for non-compliance with this Policy, and routine or gross non-compliance could result in penalties, including employee termination in extreme situations.

5 Procedure for Suggesting Modifications to Policy

This Policy will be reviewed annually and re-circulated, together with any revisions. More frequent revisions will be made if necessary to address changes in the company's business needs or legal obligations. Should an employee wish to suggest a change to any aspect of the Policy, including the Records Retention Schedule, one may do so by sending a request to corporate_records@neustar.biz. Until the Legal Department has had an opportunity to review and respond to such requests, the records at issue should not be destroyed.

Appendix A: Records Retention Schedule

This Policy's Records Retention Schedule outlines protocols for the retention and destruction of records falling within the following broad categories:

- Corporate
- Finance and Accounting
- General
- Human Resources
- Information Services
- Legal
- Marketing
- Operations
- Product Management and Development
- Professional Services
- Sales
- Tax

For each record type in the above categories, the Records Retention Schedule defines:

- the time period for which official or "record" copies of such records are to be retained;
- the form or media (e.g., paper or electronic) in which the official record is to be retained;
- which office or department has been designated as the "Office of Record" responsible for retaining the official record;
- whether other offices or departments should retain duplicates or "informational" copies of such records, and if so for how long;
- whether the official record copy at some point in time should be transferred from on-site to off-site (or in the case of electronic records, on-line to off-line) storage, and if so when; and
- whether it is necessary to seek prior authorization before destroying the records, which can be done by sending a "Notice of Destruction" form (Exhibit B) to the legal Department.

Except for those records that are subject to permanent retention, all records encompassed by the Records Retention Schedule are to be discarded or destroyed consistent with the terms of the Policy at the expiration of the applicable retention period. Records that are not

specifically addressed by the Records Retention Schedule are subject to the Policy's General Retention Rule requiring destruction within two years.

The following is a complete list of abbreviations and symbols used in the Records Retention Schedule:

Abbreviation/ Symbol	Definition
GA	Until product becomes generally available
LP	Life of project (i.e., until project is concluded)
PM	Until applicable version of product is no longer marketed
Tax	Until completion of final tax audit
Terminat	Termination or closure
&	And

Appendix A: Records Retention Schedule—Corporate

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
CO101	<p>Board of Directors—Individual Director Files</p> <p>Stock agreements, powers of attorney, indemnification agreements, and correspondence maintained for each member of the Board of Directors of the corporation and all subsidiaries.</p>	Perm	Corporate Secretary	No
CO103	<p>Corporate Affiliates Database System</p> <p>Electronic database of subsidiaries, their officers, and related information.</p>	Perm	Corporate Secretary	No
CO105	<p>SEC Filings</p> <p>Forms filed with the Securities and Exchange Commission (SEC) and other related communications.</p>	Perm	Corporate Secretary	No
CO107	<p>Shareholder Proxies/Voting Forms/Vote Results</p> <p>Documents related to shareholder meetings, including proxies, voting forms, vote results, etc. for corporation and all subsidiaries. Minutes and agendas are kept separately.</p>	6Y	Legal	Yes

Appendix A: Records Retention Schedule—Finance and Accounting

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
FIN101	Accounts Payable—Vendor Invoices Check copies, invoices, and other documents related to accounts payable.	Tax/5Y	Accounts Payable	Yes
FIN103	Accounts Receivable—Securitization/ Assignment Agreements Informational copies of contracts or agreements created during the process of securitizing or assigning accounts receivable. The official record is maintained by Contracts Management.	Term	Contracts Management	Yes
FIN105	Annual Reports Workpapers Documentation used in the preparation of annual reports.	5Y	Investor Relations	Yes
FIN110	Cash Management Database Systems Electronic cash management systems, including balances, debits, credits, receipts, transfers, etc. Includes BSI for Europe and Latin America, Hexagon for Asia Pacific, and InSight for domestic.	Tax/5Y	Cash Management	Yes
FIN112	Corporate Consolidated Budget Official budget and backup documentation. This includes expense, capital, and revenue forecasts, as well as budget reports,	5Y	Budget	Yes

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
	including monthly and quarterly budget variance reports for departments and cost centers.			
FIN114	Financial Presentations to Board of Directors Budget, financial, and management reports to the Board of Directors of the corporation and all subsidiaries, including relevant workpapers.	6Y	Finance	Yes
FIN116	Financial Statements—Month End Closing Documents created at the end of each month detailing the financial position of the company and its performance related to the official budget.	Tax/5Y	Financial Reporting	Yes
FIN118	Insurance Claims Claims against company insurance policies.	Term +1Y	Treasury	Yes
FIN120	Investment Database System Electronic database of long-term investments.	C	Investments	No
FIN123	Investments—Equities and Derivatives Trade Confirmations Confirmations of trades in various markets such as bonds and interest rate derivatives with maturity of 7 years or less.	Term+2Y	Investments	Yes

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
FIN125	<p>Journal Vouchers Vouchers documenting and/or authorizing a financial transaction, including explanations/justifications and necessary source documentation to support journal entry.</p>	Tax/5Y	Financial Reporting	Yes
FIN127	<p>Payroll—Earnings Report IRS Form W-2 for each employee and Form 1099 for each contractor showing amounts paid.</p>	Tax	Payroll	Yes
FIN130	<p>Payroll Registers Registers, run every pay period, showing amounts paid this pay period or year-to-date information.</p>	Tax	Payroll	Yes
FIN132	<p>Payroll—Time Sheets Records of time worked by non-exempt and contract employees.</p>	Tax	Payroll	Yes
FIN134	<p>Investor Relations Information distributed to the public or investors regarding the company and its financial condition.</p>	6Y	Finance	Yes
FIN136	<p>Product Labor Allocation System Database Electronic database used to generate</p>	3Y	Financial Reporting	No

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
	product profitability.			
FIN139	Royalty Agreements Royalties owed to NEUSTAR or by NEUSTAR to business partners or other companies and tracking of payments paid or received in regard to royalty agreements.	Term+6Y	Finance	Yes
FIN142	Stock Option Share Database System and Spreadsheets Electronic database application used to administer stock option program and spreadsheet on options exercised.	Term+6Y	Finance	Yes

Appendix A: Records Retention Schedule—General

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
GEN101	Departmental Plans Strategic and tactical plans for organizational units used for reference in later years.	3Y	Various	No
GEN103	Personnel Files Maintained by Supervisors/Departments Information copies of personnel-related files maintained by units and departments. When an employee terminates, all records should be transferred to HR and merged with appropriate files.	Term	Various	No

Appendix A: Records Retention Schedule—Human Resources

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
HR101	Benefits Files for Individual Employees Benefits authorizations, enrollment forms, and other sensitive data not kept in official personnel file. Employee information sheets are kept separately.	Term+6Y	Human Resources	Yes
HR104	Compensation Administration Information related to administration of the compensation program, including compensation modeling and directives sent to management and records related to determining compensation amounts for individuals. Includes merit data in Oracle, merit sign-off's and actuals. Merit planners are covered by general retention policy.	3Y	Compensation	Yes
HR106	Contracts/Agreements—Human Resources Services Contracts and agreements between outside parties and the company relating to human resources functions including third-party providers of employee benefits. Individual employment contracts and contracts for services are maintained separately. Includes documentation related to performance of contracts.	Term+6Y	Human Resources	Yes
HR108	Employee Information Database System Electronic database of employee-related	Perm	Human Resources	No

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
	information, including dates of employment, work history, promotions, transfers, and certain benefits.			
HR110	Fitness Agreements Agreements signed by employees who use the fitness center, including agreements signed by guests of such employees.	Term+6Y	Fitness Center	Yes
HR113	Personnel Files Maintained by Human Resources Official documents related to specific individual employees, including employment agreements. Benefits information, employee information sheet, and I-9's are maintained separately.	Term+3Y	Human Resources	Yes
HR117	Recruiting—Activity Database System Resumes and other documentation in Resumix of recruiting activity such as date of interview, date of background check, etc.	2Y	Staffing	Yes
HR119	Recruiting—Drug Screenings Results of drug screenings for both successful and unsuccessful job applicants.	1Y	Staffing	Yes

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
HR122	<p>Recruiting—Support Files</p> <p>Tear sheets or other proofs of advertisements done for recruiting purposes, results of background checks, information gathered for EEOC, requisitions for new employees, security datasheets maintained prior to 1999, and outreach activities and career fair participation.</p>	3Y	Staffing	Yes
HR124	<p>Training Materials—Employee Development</p> <p>Company-sponsored training programs and seminars, including schedules, attendance records, evaluations, requests, course development materials, manuals and technical training resources. Does not include health and safety, government-sponsored, or marketing and sales training.</p>	3Y	Human Resources	No
HR126	<p>Workers' Compensation Claims</p> <p>Original claim filed with state workers' compensation commission. Claim file and supporting materials maintained by third-party provider.</p>	6Y	Human Resources	Yes
HR128	<p>Safety Incident Reports</p> <p>Paper reports of accident or injury.</p>	6Y	Human Resources	Yes

Appendix A: Records Retention Schedule—Information Services

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
IS101	<p>Service Level Agreements</p> <p>Agreements between IS department and other NEUSTAR departments setting levels of support provided by IS.</p>	C	Information Services	No
IS103	<p>Contracts/Agreements—Information Services</p> <p>Contracts, agreements, and amendments between outside parties and the company related to information services including hardware purchasing agreements, software, licenses, and service contracts.</p> <p>Contracts/Agreements—Information Services</p> <p>Correspondence related to performance of contracts.</p>	Term+6Y	Legal	Yes
		Term+6Y	Information Services	Yes

Appendix A: Records Retention Schedule—Legal

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
LEG101	Contracts/Agreements—Legal Informational Copies Informational copies of various contracts and agreements between the company and outside parties.	Term+6Y	Various	No
LEG103	Delegations of Authority/Power of Attorney Internal authority for expenditures and power of attorney designations.	Perm	Various	No
LEG105	Legal Reference Court records, legal opinions and analysis, pleadings, memoranda, settlement agreements or other legal records of continuing value.	C	Legal	No
LEG107	Mergers/Acquisitions/Divestitures Agreements and other records relating to acquisitions, mergers and divestitures retained following the sale or closure of a company entity. Includes due diligence, agreements, financials, research, and other information.	Perm	Corporate Development	No

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
LEG110	<p>Potential Acquisitions—Internal Analysis Research and analysis of potential acquisition opportunities. Original contracts and documents from prospect are maintained separately.</p>	3Y	Corporate Development	No
LEG114	<p>Suspensions of Records Destruction Documentation relating to any suspension of records destruction announced by the Legal Department, including any authorization to reinstate records destruction activities.</p>	25Y	Records Management	No

Appendix A: Records Retention Schedule—Marketing

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
MKT103	<p>Corporate Public Relations</p> <p>Public relations activities including public relations plans, web content, corporate charitable contributions, and community involvement. Accounting information and records related to products or services are maintained separately.</p>	3Y	Marketing	Yes
MKT110	<p>Marketing Publications and Advertising</p> <p>Material distributed to the public describing NEUSTAR products and services. Includes tear sheets and other advertising records, datasheets, white papers, testimonials, press releases, brochures, and other marketing collateral.</p>	PM+6Y	Marketing	Yes
MKT115	<p>Product Benchmark Studies</p> <p>Benchmarking studies comparing NEUSTAR products to products of other software vendors.</p>	3Y	Marketing	No
MKT123	<p>Brand Equity</p> <p>Standards and studies related to branding of NEUSTAR and NEUSTAR products,</p>	Perm	Marketing	No

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
	including documentation related to logos, trademarks, and brand names. Trademark applications, registrations, use authorizations, and licensing information is maintained separately.			

Appendix A: Records Retention Schedule—Operations

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
OPS101	Contracts/Agreements—Real Property Contracts and agreements involving real property or facilities, including construction contracts. Includes documentation related to performance of contracts and leases. Deeds, warranties, and liens are maintained separately.	LF+10Y	Operations	Yes
OPS103	Ergonomic Program Records documenting training of management in ergonomics and ergonomic evaluations of individual employees.	3Y	Operations	Yes
OPS106	Material Safety Data Sheets (“MSDS”) Safety data sheets retained on hazardous substances stored and used in corporate facilities.	Perm	Operations	No
OPS108	Product Kit Assembly Instructions Detailed instructions on how to assemble product kits for NEUSTAR products currently marketed.	PM	Production	Yes

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
OPS110	Records Retention Policy Documentation of process followed in developing, implementing, and administering records retention policy, including all notices of records destruction. Memos regarding suspension of records retention policy for legal reasons are separately maintained.	Perm	Records Management	No
OPS113	Workplace Inspection and Tests Paper records of any workplace inspections or tests.	6Y	Operations	Yes
OPS115	Deeds, Warranties, and Real Property Records Deeds, warranties, and other records evidencing ownership of real property or liens and attachments to real property.	Perm	Legal	No

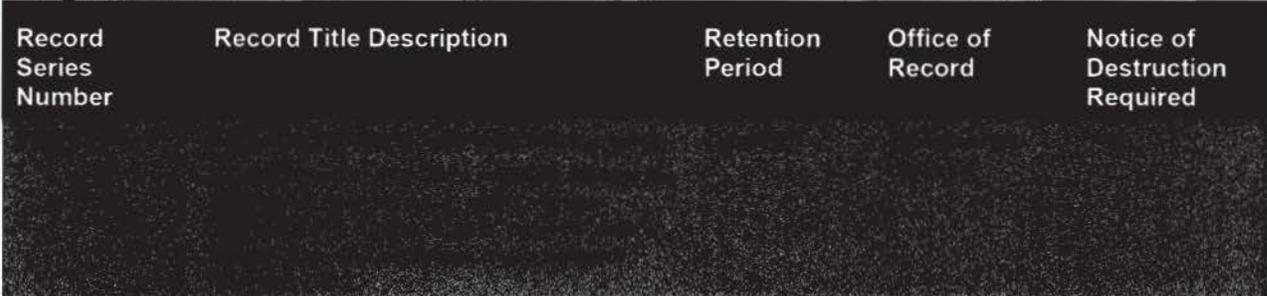
Appendix A: Records Retention Schedule—Product Management and Development

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
PMD101	Customer Feedback on Specific Products Customer input from user groups and focus groups.	3Y	PM&D	Yes

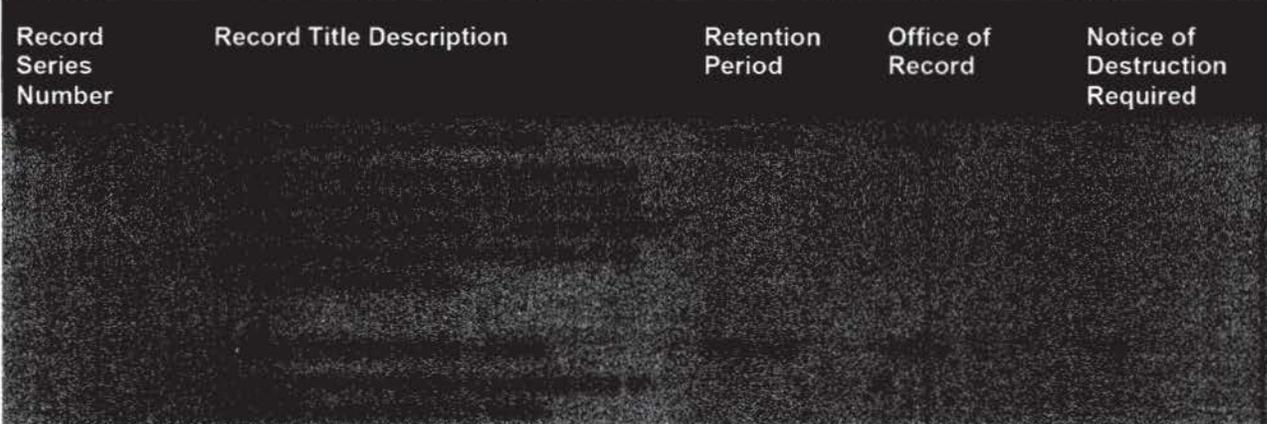
Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
PMD103	Customer Support Problem Database System Electronic database used for tracking customer support problems.	PS	PM&D	No
PMD105	Product Defect Tracking Data Information generated during internal and beta testing to track product defects.	PS	PM&D	No
PMD107	Product Development Business Plans Description of product, strategic fit, and marketing data including audience, revenue, and cost information.	PM	PM&D	No
PMD110	Product Development Strategic Plans General strategic plans relating to R&D and product development activities. Product-specific business plans are maintained separately.	3Y	PM&D	No
PMD112	Product Listings Product listings generated through source code compilation process used to identify source of problem when program error messages are received.	PS	PM&D	Yes

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
PMD115	Project Tracking Project tracking information and status reports.	3Y	PM&D	Yes
				
PMD117	Y2K Project Documentation of preparation for year 2000 including customer correspondence, e-mail, Y2K web site, and sample R&D documents.	Term+3Y	PM&D	Yes
				

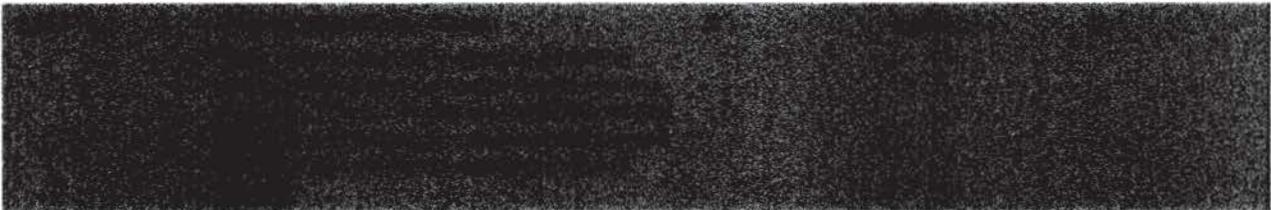
Appendix A: Records Retention Schedule—Professional Services Organization

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
				

Appendix A: Records Retention Schedule—Sales

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
				

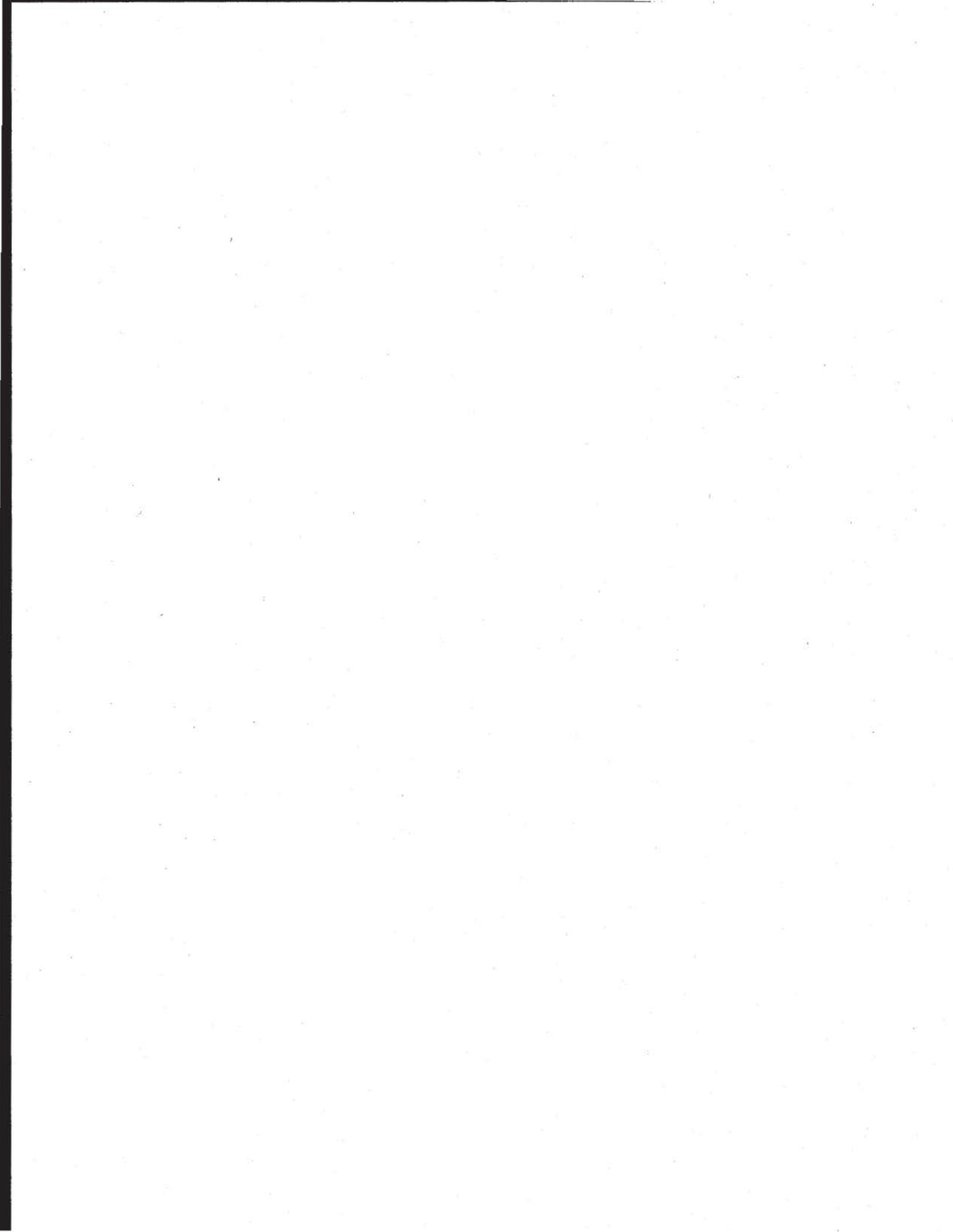
Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
SAL101	<p>Contracts/Agreements—Software Licenses</p> <p>Originals of all NEUSTAR customer licenses and amendments, including contract-related correspondence, credit memos, field test agreements, and other related information.</p>	Term+6Y	Contracts Administration	Yes
SAL103	<p>Field Operations—Account Files</p> <p>Account file maintained by the sales representative including a copy of signed contract and any correspondence that modifies the contract. Originals of these are maintained separately by Contracts Administration.</p>	C	Sales	No
SAL105	<p>GSA Audits</p> <p>Records related to either pre-award or post-award audits by the U.S. General Services Administration (GSA). Includes electronic and paper copies of invoices produced for auditors, spreadsheets used for analysis, any written responses to questions, and correspondence.</p>	Term+6Y	Contracts Administration	Yes
SAL108	<p>Product Pricing Fact Sheet</p> <p>Pricing fact sheet and profitability analysis.</p>	PM	Pricing	Yes

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
SAL110	<p>Sales Compensation Plans</p> <p>Compensation plans for each sales representative and manager showing quotas and commissions.</p>	Term+6Y	Commissions	Yes
				
SAL112	<p>Territory Reviews</p> <p>Annual review of sales performance setting projected goals and quotas.</p>	3Y	Sales	No
				
SAL114	<p>Sales Plans and Forecasts</p> <p>Strategic and tactical sales plans for the company, individual products, or for all products of a strategic business unit including product road maps, integrated marketing campaigns, and MediaNet content. Periodic reports showing actual accomplishments of sales organization compared to plans. Includes detailed sales forecasts.</p>	3Y	Sales	No
				

Appendix A: Records Retention Schedule—Tax

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
TAX101	Bank Account Numbers Records of account numbers for foreign and domestic bank accounts.	C+Tax/5Y	Finance	No
TAX104	Contracts/Agreements—Tax Contracts and agreements between outside parties and the company relating to tax functions. Includes documentation related to performance of contracts.	Term+6Y	Tax	Yes
TAX106	Federal Income Tax Backup Supporting documents for Income tax returns filed with the U.S. Internal Revenue Service (IRS).	Tax	Tax	Yes
TAX108	Federal Income Tax Returns—Acquired Companies Federal income tax returns filed by the acquired company.	Perm	Tax	No
TAX110	Incorporation Document Informational copies of incorporation documents for all subsidiaries.	Term	Corporate Secretary	No
TAX112	Merger Financials Basic accounting information and memos to file on the state of the acquired company's books.	Tax/5Y	Tax	Yes

Record Series Number	Record Title Description	Retention Period	Office of Record	Notice of Destruction Required
TAX114	Sales and Use Tax Sales and use tax returns and supporting documentation.	4Y	Tax	Yes
[REDACTED]				
TAX117	Unclaimed Property Reports to states of unclaimed property or the lack thereof.	3Y	Tax	Yes
[REDACTED]				



**APPENDIX B—PROPOSAL SECTIONS 1.4
NEUSTAR’S SECURITY PROGRAM AND 2.3
NEUSTAR’S NEUTRALITY**