**FFURFLEN GWAREDU COFNODION / RECORDS DISPOSAL FORM**

Rhaid llenwi'r ffurflen hon cyn i gofnodion y Brifysgol gael eu dinistrio. I gael rhagor o gymorth gyda lenwi'r ffurflen hon, cysylltwch â thîm Rheoli Cofnodion y Brifysgol yn records@uwtsd.ac.uk.

This form must be completed before University records are destroyed. For further assistance with completing this form, please contact the University’s Records Management team at records@uwtsd.ac.uk.

|  |  |  |
| --- | --- | --- |
| **Disgrifiad o'r Cofnodion /****Description of Records** | **Dyddiadau dan Sylw / Covering Dates** | **Rheswm dros Ddinistrio /** **Reason for Destruction** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**1. Llenwyd y ffurflen gan: / Form completed by:**

|  |  |
| --- | --- |
| Enw / Name |  |
| Adran / Department |  |
| Dyddiad / Date |  |

**2. Awdurdodwyd\* y dinistrio gan: / Destruction authorised\* by:**

|  |  |
| --- | --- |
| Enw / Name |  |
| Adran / Department |  |
| Dyddiad / Date |  |

**3. Casglwyd y cofnodion i'w dinistrio gan: / Records collected for destruction by:**

|  |  |
| --- | --- |
| Enw / Name |  |
| Lleoliad / Location |  |
| Dyddiad / Date |  |

|  |  |
| --- | --- |
| **Nodiadau Canllaw****Cyn Gwaredu Cofnodion:**1. Llenwch t. 1 a Thablau 1 a 2. Dychwelwch y ffurflen i records@uwtsd.ac.uk.
2. Gofynnwch am eich biniau gwastraff cyfrinachol drwy Quantarc (os yw'n berthnasol).
 | **Guidance Notes****Before Records Disposal:**1. Complete p. 1 and Tables 1 & 2. Return the form to records@uwtsd.ac.uk.
2. Request your confidential waste bins through Quantarc (if applicable).
 |
| **Ar ôl Gwaredu Cofnodion:**1. Llenwch Dabl 3.\*\*
2. Anfonwch y Ffurflen Gwaredu Cofnodion ar ôl ei llenwi at records@uwtsd.ac.uk.
 | **After Records Disposal:**1. Complete Table 3.\*\*
2. Send the completed Records Disposal Form to records@uwtsd.ac.uk.
 |

\* Dylai'r Perchennog Cofnodion awdurdodi’r dinistrio (Pennaeth yr Adran fel arfer). / Destruction should be authorised by the Records Owner (usually the Head of Department).

\*\* Os gofynnir am finiau drwy Quantarc, enw'r cwmni yw 'LAS/Matthews’. / If bins are requested through Quantarc, the company name is ‘LAS/Matthews’.