**SCHEDULE OF RECORDS DESTROYED**

**According to the RECORDS RETENTION SCHEDULE for : ……………………………………..**

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| --- | --- |
| **Department \ Service**: | **Section**: |

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| Box no./ Barcode | Box Description (or Description of Records) | Covering Dates | Schedule Ref  (if applicable) | Retention Policy | Date sent for destruction | Date Destroyed |
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**Sent for approval:** …………………………………............................... **Date:**…………………………...

**Authorisation Records Owner:** ……………………………………… **Date:**…………………………...

**RHESTR O’R COFNODION A DDINISTRIWYD**

**Yn ôl y RHESTR CADW COFNODION ar gyfer : ……………………………………………..**

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| **Adran \ Gwasanaeth :** | **Adran :** |

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| Rhif Bocs neu Barcode | Disgrifiad Box neu Teitl (neu Disgrifiad y Cofnodion): | Dyddiadau’r Cofnod | Cyf. y Rhestr  (os yn berthnasol) | Polisi | Y dyddiad yr anfonwyd i’w ddinistrio | Dyddiad dinistrwyd |
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**Anfonwyd i’w gymeradwyo:** …………………………………..................................... **Dyddiad:**…………………………...

**Awdurdodwyd gan Berchennog y Cofnodion:** …………………………………….. **Dyddiad:**……………………………