

CIRCULAR
No. DGGM-UCYC-045-2016

PARA: Departamento de Titulación, Oficinas Regionales de Documentación de la DGGM, Consulados Privativos de Marina Mercante, Inspectorías, Oficinas Autorizadas, Armadores/Operadores, Representantes Legales de Naves de Bandera Panameña, Centros de Formación Marítima Autorizados, Organizaciones Reconocidas (OR's)

DE: Dra. Magdalena Carrera
Directora General de Gente de Mar

ASUNTO: Reiteración de Resolución ADM No.202-2015, Tabla de Vida de Documentos de la DGGM

FECHA: 24 de noviembre de 2016

La presente tiene como propósito reiterarles la **Circular DGGM-UCYC-018-2015** (la cual comunicó la Resolución ADM No.202-2015 del 7 de septiembre de 2015 y fue publicada en la Gaceta Oficial No.27893 del 20 de octubre de 2015), que aprobó la nueva Tabla de Vida de los documentos producidos en los diferentes departamentos, unidades y áreas que conforman la Dirección General de la Gente de Mar de la Autoridad Marítima de Panamá.

Es este sentido, es importante recordarles que la mencionada Resolución entró en vigor el 20 de octubre de 2015, y ha establecido que los Expedientes de Aplicaciones Deficientes tienen un período de retención de un (1) año.

Por lo anterior, les informamos que: a partir del 20 de octubre de 2015, toda solicitud ingresada en el Sistema encontrada deficiente, tendrá un período máximo de un (1) año para superar dicha deficiencia. Este período de un (1) año empezará a regir desde la fecha del Sistema en la cual la aplicación es evaluada y registrada por primera vez como deficiente.

En el caso de que la deficiencia no sea superada en el período de un (1) año, la solicitud será registrada como expirada y no se podrá realizar ningún trámite sobre la misma. Por lo cual, el solicitante deberá iniciar el trámite respectivo cumpliendo con: todos los requisitos administrativos y técnicos; y su correspondiente tarifa establecida para dicho trámite.

MC/CMjdo



General Directorate of Seafarers

CIRCULAR
No. DGGM-UCYC-045-2016

TO: Certification Department, GDS's Regional Documentation Offices, Merchant Marine Privative Consulates, Inspectorates, Authorized Offices, Ship-owners/Operators, Legal Representatives of Panama-Flag Vessels, Authorized Maritime Training Centers, Recognized Organizations (RO's)

FROM: Magdalena Carrera, PhD
General Director of Seafarers

SUBJECT: Reiteration of the Resolution ADM No. 202-2015, Life Table of the DGGM

DATE: November 24rd, 2016



This document has the aim of reiterating that the **Circular DGGM-UCYC-018-2015** (which communicated the Resolution ADM No.202-2015 of September 7th, 2015, and was published in the Official Gazette No.27893 of October 20th, 2015), that approved the new Life Table of the outcome documents of the departments, units, and areas of the General Directorate of Seafarers of the Panama Maritime Authority.

In this sense, it is important to remind you the aforementioned Resolution came into force in the 20th of October, 2015 and, it has established that the Deficient Application's Files has a validity of one (1) year of retention.

Therefore, we inform that: since October 20th, of 2015, every application that was entered in the System found as deficient, will have a maximum term of (1) one-year to eliminate such deficiency. This (1) one-year term will enter into force since the System's date in which the application is, for first time, evaluated and registered as deficient.

In case of the deficiency has not been eliminated in (1) one-year term, the application shall be registered as expired, and no process can be performed with regard to it. Hence, the applicant must initiate the corresponding process complying with: all administrative and technical requirements and, with the application's corresponding established payment.

MC/CV/jdo



RESOLUCIÓN ADM No. 202-2015

EL ADMINISTRADOR DE LA AUTORIDAD MARITIMA DE PANAMA, en uso de sus facultades legales,

CONSIDERANDO:

Que mediante el Decreto Ley No. 7 de 10 de febrero de 1998, se crea la Autoridad Marítima de Panamá, se unifican las distintas competencias marítimas de la administración pública y se dictan otras disposiciones.

Que el Artículo 27 del Decreto Ley No.7 de 10 de febrero de 1998, establece entre las funciones del Administrador emitir resoluciones relacionadas con el funcionamiento y servicios que provee la Autoridad.

Que el Artículo 33 del Decreto Ley No. 7 de 10 de febrero de 1998, establece las funciones de la Dirección General de la Gente de Mar.

Que la Ley No.13 de 23 de enero de 1957, en su Artículo 8, Literal (b), establece la obligación de las dependencias del Estado a mantener en su seno programas de manejo de documentación y de archivos que incluirán la organización, guarda, catalogación, uso y disposición de los documentos de su pertenencia.

Que mediante el Decreto No.1-2007-DMYSC de 2 de enero de 2007, se aprueba el "Manual de procedimientos para las operaciones de Recaudos Consulares", Segunda Versión.

Que en el literal c del numeral 2 del Decreto No.1-2007-DMYSC de 2 de enero de 2007, se establece que en los archivos de cada Consulado, deben reposar los documentos por el periodo de tiempo que señalen las tablas de vida del Ministerio de Relaciones Exteriores y la Autoridad Marítima de Panamá.

Que mediante Resolución ADM No.018-2012 del 31 de enero de 2012, se aprobó la Tabla de Vida que contempla los documentos producidos en los diferentes departamentos, unidades y áreas que conforman la Dirección General de la Gente de Mar de la Autoridad Marítima de Panamá, detallando descripción, período de retención y el método de conservación del mismo.

Que es necesario aprobar una nueva Tabla de Vida documental para actualizar los documentos de la Dirección General de la Gente de Mar e incluir aquellos documentos que son materia de gente de mar y reposan en los Consulados Generales de Marina Mercante que no están contemplados en la Tabla de Vida aprobada mediante Resolución ADM No.018-2012 de 31 de enero de 2012.

Que de acuerdo a lo señalado en el Artículo 24 del Decreto Ley No.7 de 10 de febrero de 1998, modificado por el Artículo 185 de la Ley No.57 de 6 de agosto de 2008, el Administrador ejerce la Representación Legal de la AUTORIDAD MARÍTIMA DE PANAMÁ en todas las operaciones, actos, convenios y contratos que esta celebre, por lo que,

RESUELVE:

PRIMERO: Aprobar la siguiente Tabla de Vida que contempla los documentos producidos en los diferentes departamentos, unidades y áreas que conforman la Dirección General de la Gente de Mar de la Autoridad Marítima de Panamá, detallando descripción, período de retención y el método de conserva de los mismos.

DIRECCIÓN Y SUB DIRECCIÓN DE LA GENTE DE MAR		
Descripción del Documento	Periodo de Retención	Método de Conservación
Memorandos	6 años	Manual
Notas	6 años	Manual
Circulares	Permanente	Manual
Resoluciones	6 años	Manual
Acuerdos y Reglamentos	6 años	Manual

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Adendas y Anexos	6 años	Manual
Registro de Asistencia	2 años	Manual
Libros de Registro	5 años	Manual
Procedimientos de Gestión de Calidad	Cada Revisión	Manual
Manual del Sistema de Gestión de Calidad	Cada Revisión	Manual
Informes de los Departamentos y Unidades	6 años	Manual
Informe de las Auditorías Internas	6 años	Manual
Informe de Auditorías Externas	6 años	Manual
Otros Documentos	6 años	Manual

DEPARTAMENTO DE FORMACIÓN MARÍTIMA

Descripción del Documento	Periodo de Retención	Método de Conservación
Memorandos	6 años	Manual
Notas	6 años	Manual
Circulares	Permanentes	Manual
Resoluciones de CFM	10 años	Manual
Registro de Asistencias	2 años	Manual
Libros de Registros	5 años	Manual
Procedimientos de Gestión de Calidad	Cada Revisión	Manual
Manual del Sistema de Gestión de Calidad	Cada Revisión	Manual
Expedientes de Colocaciones	5 años	Manual
Expedientes de Centros de Formación Marítima (CFM) abandonados, desistidos, no admitidos y no renovados	10 años	Manual
Expedientes de CFM con reconocimiento revocados	10 años	Manual
Expedientes administrativos de Centros de Formación Marítima Reconocidos vigentes	Permanente	Manual
Reportes de Auditorias de los Centros de Formación Marítima	10 años	Manual
Manuales de cursos de los CFM	10 años	Digital
Reporte de Certificados emitidos por los Centros de Formación Marítima Reconocidos	10 años	Manual
Copia de Recibo de pago de Certificados Emitidos por los Centros de Formación marítima Reconocidos	10 años	Manual
Otros Documentos del departamento	5 años	Manual

DEPARTAMENTO DE ASUNTOS LABORALES MARÍTIMOS

Descripción del Documento	Periodo de Retención	Método de Conservación
Memorandos	6 años	Manual
Notas	6 años	Manual
Circulares	Permanente	Manual
Resoluciones	6 años	Manual
Registro de Asistencia	2 años	Manual
Libros de Registros	5 años	Manual
Procedimientos de Gestión de Calidad	Cada Revisión	Manual

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Manual del Sistema de Gestión de Calidad	Cada Revisión	Manual
Quejas Nacionales	2 años	Manual
Quejas Internacionales	2 años	Manual
Certificaciones	1 año	Manual
Contratos de Marinos	6 años	Manual
Copia de Reportes ASI y PSC	2 años	Manual
Copias de Dispensas	2 años	Manual
Copias de Exenciones	4 años	Manual
Evaluaciones técnicas	4 años	Manual
Otros documentos del Departamento	5 años	Manual

DEPARTAMENTO DE TITULACIÓN

Descripción del Documento	Período de Retención	Método de Conservación
Memorando	6 años	Manual
Notas	6 años	Manual
Fax	6 años	Manual
Circulares	Permanente	Manual
Registro de Asistencia	2 años	Manual
Libros de Registros	5 años	Manual
Procedimientos de Gestión de Calidad	Cada Revisión	Manual
Manual del Sistema de Gestión de Calidad	Cada Revisión	Manual
Expedientes de Aplicaciones Procesadas (Titulo de Competencia, Endoso de Curso, Refrendo de Titulo)	10 años	Manual
Expedientes de Aplicaciones Deficientes	1 año	Manual
Expediente de Aplicaciones o documentación Fraudulenta (infractores)	10 años	Manual
Expedientes de las Cuentas-Consulados, Inspectoría Internacional y Oficina Comercial Autorizada	10 años	Manual
Expediente de las Cuentas-Puertos Nacionales	5 años	Manual
Reporte Financiero Mensual	7 años	Manual
Reportes Mensuales de las Oficinas Regionales	10 años	Manual
Documentos de Valor Originales Anulados de todas las Oficinas Regionales (Dañados durante el proceso de impresión, ensamble o anulados por defectos de impreza)	10 años	Manual
Reportes de Inventarios de documentos de Valor	10 años	Manual
Expedientes de Requisiciones de los Documentos de Valor	10 años	Manual
Copias de Solicitudes de Documentos de Valor	5 años	Manual
Confirmación del Recibido de Remesas de Documentos de Valor	5 años	Manual
Remesas de Documentos de Valor Originales	Permanentes	Manual
Otros Archivos de documentos de Valor	5 años	Manual
Otros documentos del departamento	5 años	Manual

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ÁREA DE CALIDAD DE GENTE DE MAR

Descripción del Documento	Periodo de Retención	Método de Conservación
Memorando	6 años	Manual
Notas	6 años	Manual
Circulares	Permanente	Manual/Digital
Resoluciones	6 años	Manual
Registro de Asistencia	2 años	Manual
Libros de Registros	5 años	Manual
Procedimientos vigentes del Sistema de Gestión de Calidad	Cada Revisión	Manual / Digital
Manual del Sistema de Gestión de Calidad	Cada Revisión	Manual / Digital
Formatos del Sistema de Gestión de Calidad	Cada Revisión	Manual / Digital
Lista Maestra de Documentos	Cada Revisión	Manual / Digital
Certificación del Sistema Gestión de Calidad	6 años	Manual
Control y Distribución de Documentos	3 años	Manual
Matriz de Distribución	3 años	Manual / Digital
Solicitud de Inclusión, Cambio Documental y Baja	3 años	Manual
Lista de Control de Documentos Externos	3 años	Manual / Digital
Acciones Correctiva-Preventiva y de Mejora	3 años	Manual
Lista de Participantes a Reuniones e inducciones y otras actividades	3 años	Manual
Listas de Verificación de auditorías	3 años	Manual
Programa Anual de Auditoria	3 años	Manual
Plan de Auditoria	3 años	Manual
Reportes de Auditorías Internas y Externas del Sistema de Gestión de Calidad	5 años	Manual
Evaluación de Desempeño de Auditor	3 años	Manual
Reportes del Producto No Conforme	3 años	Manual
Minutas de Revisión por la Dirección	3 años	Manual
Procedimientos Obsoletos	2 años	Manual / Digital
Expediente de Proveedores Externos	5 años	Manual
Expedientes de Consultoría	5 años	Manual
Otros Documentos del Departamento	5 años	Manual

UNIDAD DE CONTROL Y CUMPLIMIENTO

Descripción del Documento	Periodo de Retención	Método de Conservación
Memorandos	6 años	Manual
Notas	6 años	Manual
Circulares	Permanente	Manual / Digital
Resoluciones	Permanente	Manual

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Registro de Asistencia	2 años	Manual
Libros de Registros	5 años	Manual
Procedimientos de Gestión de Calidad	Cada Revisión	Manual
Manual del Sistema de Gestión de Calidad	Cada Revisión	Manual
Formulario de actualización de la página web	2 años	Manual
Acuerdos entre Administraciones Marítimas	Permanente	Manual
Control de Documentos para las diferentes reuniones de la OMI	3 años	Manual
Plantilla Brief	3 años	Manual
Divulgación de Circulares por Correo Electrónico de la DGGM.	2 años	Digital
Otros Documentos del Departamento	5 años	Manual
OFICINAS REGIONALES DE DOCUMENTACIÓN DE GENTE LA DE MAR		
Descripción Del Documento	Periodo de Retención	Método de Conservación
Memorandos	6 años	Manual
Notas	6 años	Manual
Fax	6 años	Manual
Circulares	Permanentes	Manual
Circulares Emitidas por la Regional.	Permanentes	Manual
Resoluciones	6 años	Manual
Resueltos	Permanentes	Manual
Registro de Asistencia	2 años	Manual
Libros de Registros	5 años	Manual
Procedimientos de Gestión de Calidad	Cada Revisión	Manual
Manual del Sistema de Gestión de Calidad	Cada Revisión	Manual
Reportes de Auditorias Interna y Externa del Sistema de Gestión de Calidad	5 años	Manual
Documentación Relacionada al Sistema de Gestión de Calidad	3 años	Manual
Expedientes de Aplicaciones Procesadas (Título de Competencia, Endoso de Curso, Refrendo de Título)	10 años	Manual
Expedientes de Aplicaciones Deficientes	1 año	Manual
Expediente de Aplicaciones o documentación Fraudulenta (infractores).	10 años	Manual
Reportes mensuales de la Oficina Regional (Documentos Emitidos, Documentos Anulados, Inventario de Documentos, Documentos deficiente, Aplicaciones o documentos fraudulentos y otros dispuestos por la Dirección General de la Gente de Mar)	6 años	Manual
Otros reportes técnicos internos de la Regional	5 años	Manual

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Notas de Remesas de documentos de valor	5 años	Manual
Inventario de Documentos de valor	5 años	Manual
Documentos de Valor Originales Anulados (Dañados durante el proceso de impresión, ensamble o anulados por defectos de impreña)	Se envían Mensualmente a Panamá	Manual
Copia de Documentos de Valor Anulados (Dañados durante el proceso de impresión, ensamble o anulados por defectos de impreña)	10 años	Manual
Estados de cuenta	6 años	Manual
Informes mensuales	10 años	Manual
Archivos de RRHH del Personal	Permanente	Manual
Formularios de RRHH	Permanente	Manual
Contratos de Servicios	Permanentes	Manual
Reportes de Documentación Recibida	6 años	Manual
Reportes de inventario equipos (bienes en uso, desuso por descarte)	6 años	Manual
Estado de cuenta con la AMP	Permanente	Manual
Copia del Reporte Financiero Mensual (enviado a Panamá)	10 años	Manual
Recibido de entrega del servicio del proveedor	5 años	Manual
Reportes o Notas de Aplicaciones Recibidas y la documentación de soporte recibida (procesadas y por procesar)	6 años	Manual
Otros documentos de las oficinas Regionales de Documentación	5 años	Manual
CONSULADOS PRIVATIVOS DE MARINA MERCANTE, INSPECTORÍAS INTERNACIONALES, OFICINAS AUTORIZADAS		
Descripción Del Documento	Período De Retención	Método De Conservación
Remesas de Documentos de Valor original	Permanente	Manual
Expedientes de Aplicaciones deficientes	1 año	Manual
Copia de Solicitud de Título de Competencia	10 años	Manual
Copia del Certificado de Tramite de Refrendo de Títulos.	10 años	Manual
Copia de Certificado de Refrendo de Cursos Básicos de Oficiales y Marineros	10 años	Manual
Expedientes de Aplicaciones Procesadas (Título de Competencia, Endoso de Curso, Refrendo de Título)	10 años	Manual
Copias de Recibos de Expedición de Licencias	10 años	Manual
Inventario Mensual de Existencia (Anexo 01)	10 años	Manual
Informe de Recaudación (Anexo 02)	10 años	Manual
Informe de Detalle de Trabajo (Anexo 03)	10 años	Manual
Documentos de Valor Originales Anulados	Enviar mensualmente a Panamá	Manual

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Documentos de Valor en desuso / Obsoletos	3 años	Manual
Copia de documentos tramitados para oficiales y subalternos, autorizados por la Dirección General de la Gente de Mar	6 años	Manual
Circulares de la DGGM	Permanente	Manual

SEGUNDO: INFORMAR a la Dirección General de la Gente de Mar, que deberá comunicar el contenido de la presente Resolución a sus distintos Departamentos, Unidades y Oficinas Regionales de Documentación, así como también, a los Consulados Generales de Marina Mercante.

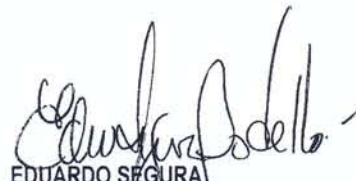
TERCERO: La presente Resolución deja sin efecto la Resolución **ADM. No.018-2012** de 31 de enero de 2012.

FUNDAMENTO LEGAL: Decreto Ley No.7 de 10 de febrero de 1998, modificado mediante Ley No.57 de 6 de agosto de 2008, Ley No.69 de 6 de noviembre de 2009, Ley No.91 de 7 de noviembre de 2013 y Ley No.27 de 28 de octubre de 2014.
Ley No.13 de 23 de enero de 1957.
Decreto No.1-2007-DMySC de 2 de enero de 2007.


COMUNÍQUESE, PUBLÍQUESE Y CÚMPLASE

Dada en la Ciudad de Panamá, a los **siete (7)** días del mes de **septiembre** del año **dos mil quince (2015)**.


JORGE BARAKAT PITY
ADMINISTRADOR DE LA AUTORIDAD
MARÍTIMA DE PANAMÁ


EDUARDO SEGURA
DIRECTOR DE LA OFICINA DE ASESORÍA LEGAL,
EN FUNCIONES DE SECRETARIO DEL DESPACHO

JBP/ES/mlt
mlt


CERTIFICO QUE TODO LO ANTERIOR
ES FIEL COPIA DE SUS ORIGINALES


Panamá, 15 de Septiembre 2015
SECRETARÍA GENERAL

RESOLUTION ADM N° 202-2015

THE ADMINISTRATOR OF THE PANAMA MARITIME AUTHORITY, in used of his legal faculties,

WHEREAS:

That by Law Decree No.7 of February 10th, 1998, the Panama Maritime Authority was created, the different maritime competences of the public administration were unified and other provisions were enacted.

That the Article 27 of Law Decree No. 7 of February 10th, 1998, establishes that among the functions of the Administrator is emitting resolutions related with the functioning and services provided by the Authority.

That the Article 33 of the Law Decree No.7 of February 10th, 1998, establishes the General Directorate of Seafarers' functions.

That the Law No. 13 of January 23rd, 1957, in its Article 8, Subparagraph (b), establishes the obligation, within the fold of the State Agencies, to keep record management programs and archives which include the organization, keeping, cataloguing, usage and disposition, of their belonging's documents.

That by Law Decree No. 1-2007-DMySC of January 2nd, 2007, the "*Procedures manual for the activity of Consular Collection*", second Version, is approved.

That in the subparagraph c of numeral 2 of the Decree No. 1-2007-DMySC of January 2nd, 2007, is established that in the archives of each Consulate, should be stayed the documents for the period of time indicated in the life tables of the Ministry of Foreign Affairs and the Panama Maritime Authority.

That by Resolution ADM No. 018-2012 of January 31st, 2012, the Life Table, related with the documents emitted by the General Directorate of Seafarers' different departments, units and areas, detailing description, holding period and ways of their preservation, was approved.

It is imperative approving a new documental Life Table, to update the documents of the General Directorate of Seafarers and include documents that are not related with seafarers, and there are in the General Consulates of Merchant Marine, that are not included in the Life Table approved by Resolution ADM No. 018-2012 of January 31st, 2012.

Consistently with the describe in the Article 24 of Law Decree No. 7 of February 10th, 1998, modified by the Article 185 of Law No. 57, of August 6th, 2008, the Administrator acts as a Legal Representative of the PANAMA MARITIME AUTHORITY in all operations, acts, agreements, and contract this performs; therefore,

RESOLVES:

FIRST: Approves the following Life Table that includes the emitted documents in the different departments, units and areas which set up the General Directorate of Seafarers of the Panama Maritime Authority, detailing their description, holding period and way of their preservation.

DIRECTORATE AND SUB-DIRECTORATE OF SEAFARERS		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual
Resolutions	6 years	Manual
Agreements and Regulation	6 years	Manual
Addenda and Annexes	6 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	
Quality Management Procedures	Every Review	Manual
Quality Management System Manual	Every Review	Manual
Departments and Units' Reports	6 years	Manual
Internal Audits' Report	6 years	Manual
External Audits' Report	6 years	Manual
Other documents	6 years	Manual
DEPARTMENT OF MARITIME TRAINING		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual
Resolutions of MTC	10 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Procedures	Every Review	Manual
Quality Management System Manual	Every Review	Manual
Placement Records	5 years	Manual
Maritime Training Centers' (MTC) abandoned, desisted, unaccepted and non-renewal files	10 years	Manual
Canceled MTC with recognition's files	10 years	Manual
In force MTC's administrative files	Permanent	Manual
Maritime Training Center's Audits reports	10 years	Manual
MTC courses manuals	10 years	Digital
Maritime Training Center's Certificates issued reports	10 years	Manual
Payment receipt copy of Maritime Training Centers' Issued Certificates.	10 years	Manual
Other Department's Documents	5 years	Manual
DEPARTMENT OF MARITIME LABOUR AFFAIRS		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual
Resolutions	6 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Procedures	Each Review	Manual
Quality Management System Manual	Each Review	Manual
National Complaints	2 years	Manual

International Complaints	2 years	Manual
Certifications	1 year	Manual
Seafarer's Contracts	6 years	Manual
ASI and PSC's Copy Reports	2 years	Manual
Dispensation's Copies	2 years	Manual
Exemption's Copies	4 years	Manual
Technical Assessments	4 years	Manual
Other Department's Documents	5 years	Manual
CERTIFICATION DEPARTMENT		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Fax	6 years	Manual
Circulars	Permanent	Manual
Attendance Record	2 years	Manual
Logbook	5 years	
Quality Management Procedures	Each Review	Manual
Quality Management System Manual	Each Review	Manual
Files of Processed applications (Certificate of Competence, course endorsement, title certificate)	10 years	Manual
Deficiency Applications' files	1 year	Manual
Applications or fraudulent documents' file (offenders)	10 years	Manual
Accounts-Consulates, International Inspectorate and Authorized Commercial Office's files	10 years	Manual
Account-National Ports files	5 years	Manual
Monthly Finance Report	7 years	Manual
Regional Offices Monthly Report	10 years	Manual
All Regional Offices' Original Value cancelled documents (damaged during the printing process, assembling or voided for printing defects)	10 years	Manual
Valuable Document Inventory Report	10 years	Manual
Valuable Documents' Requisition Files	10 years	Manual
Valuable Documents' Request Copies	5 years	Manual
Valuable Document's Remittances Reception Confirmation	5 years	Manual
Original Remittances of Valuable Documents	Permanent	Manual
Other Archives of Valuable Documents	5 years	Manual
Other Department's Document	5 years	Manual
SEAFARERS' QUALITY AREA		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual/Digital
Resolutions	6 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Current Procedures	Each Review	Manual/Digital
Quality Management System Manual	Each Review	Manual/Digital

Quality Management System Format	Each Review	Manual/Digital
Document's Master List	Each Review	Manual/Digital
Quality Management System Certification	6 years	Manual
Document's Control and Distribution	3 years	Manual
Distribution's Matrix	3 years	Manual/Digital
Entry, Documental Changing and Derecognition Application	3 years	Manual
External Documents' List of Control	3 years	Manual/Digital
Corrective-Preventive and Improvement Actions	3 years	Manual
Meeting, inductions and others activities' list	3 years	Manual
Audits' Checklist	3 years	Manual
Annual Audit's program	3 years	Manual
Audit's Plan	3 years	Manual
Quality Management System Internal and External Audits' Report	5 years	Manual
Auditor' performance evaluation	3 years	Manual
Reports of Nonconforming Products	3 years	Manual
Minutes of Directorate Review	3 years	Manual
Obsolete procedures	2 years	Manual/Digital
External suppliers' files	5 years	Manual
Consulting Records	5 years	Manual
Other documents department	5 years	Manual

COMPLIANCE AND ENFORCEMENT DEPARTMENT

Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual/Digital
Resolutions	Permanent	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Current Procedures	Each review	Manual
Quality Management System Manual	Each review	Manual
Website update form	2 years	Manual
Agreements between maritime administrations	Permanent	Manual
IMO Different meeting's Document control	3 years	Manual
Brief template	3 years	Manual
GDS e-mail Digital Disclosure	2 years	Digital
Other documents department	5 years	Manual

SEAFARERS REGIONAL OFFICES DOCUMENTATION

Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Fax	6 years	Manual
Circulars	Permanent	Manual
Circulars Issued by the Regional	Permanent	Manual
Resolutions	6 years	Manual
Settlement	Permanent	Manual
Attendance Record	2 years	Manual

Logbook	5 years	Manual
Quality Management Current Procedures	Each review	Manual
Quality Management System Manual	Each review	Manual
Quality Management System Internal and External Audits' Report	5 years	Manual
Quality Management System related documents	3 years	Manual
Process Application Files (certificate of competency, course endorsement, endorsement title)	10 years	Manual
Deficiency application files	1 year	Manual
Applications or fraudulent documents' file (offenders)	10 years	Manual
Regional Office's Monthly reports (Issued, cancelled, inventory, deficiency, forms, fraudulent and others documents set by the General Directorate of Seafarers)	6 years	Manual
Regional's other internal technical reports	5 years	Manual
Valuable document Remittance notes	5 years	Manual
Valuable document inventory	5 years	Manual
Original cancelled Valuable documents (damaged during the printing process, assembling or voided for printing defects)	Sent to Panama (monthly)	Manual
Copy or Valuable documents (damaged during the printing process, assembling or voided for printing defects)	10 years	Manual
Statement account	6 years	Manual
Monthly report	10 years	Manual
HHRR Files	Permanent	Manual
HHRR Forms	Permanent	Manual
Services' contracts	Permanent	Manual
Received Documentation report	6 years	Manual
Inventory Equipment Report (goods in used, disused and discarded)	6 years	
Statement of Account with PMA	Permanent	Manual
Monthly Financial Report's Copy (sent to Panama)	10 years	Manual
Service Provider delivery receipt	5 years	Manual
Reports or Received Application Notes, and the received support (processed and to process) documents.	6 years	
Other Documentation Regional Offices' documents	5 years	Manual
MERCHANT MARINE PRIVATIVE CONSULATES, INTERNATIONAL INSPECTORATES AND AUTHORIZED OFFICES		
Document's Description	Holding Period	Way of Preservation
Original Remittances of Valuable Documents	Permanent	Manual
Deficiency Applications' files	1 year	Manual
Copy of Certificate of Competence's application	10 years	Manual
Endorsement Title Certificate Application Copy	10 years	
Certificate of Competence Application Copy of Seafarer's Basic Courses	10 years	Manual
Processed Application Files (Certificate of	10 years	Manual

Competence, Course Endorsement, Endorsement Title)		
Issued Certificate Receipt Copy	10 years	Manual
Monthly Existence Inventory (Annex 1)	10 years	Manual
Collection Report (Annex 2)	10 years	Manual
Work Detailed Report (Annex 3)	10 years	Manual
Original Value cancelled documents.	Sent to Panama (monthly)	Manual
Disused and Obsolete Value Documents	3 years	Manual
Processed documents copies for seafarers, authorized for General Directorate of Seafarers	6 years	Manual
GDS's Circulars	Permanent	Manual

SECOND: **INSTRUCT** the General Directorate of Seafarers to communicate the content of this resolution to its different Department, Units, Documentation Regional Offices, as well as, to the different General Consulates of Merchant Marine.

THIRD: This resolution derogates the Resolution **ADM No. 018-2012** of January 31st, 2012.

LAW BASIS: Law Decree No.7 of February 10th, 1998, modify through Law No. 57 of August 6th, 2008, Law No. 69 of November 6th of 2009, Law No. 91 of November 7th, 2013 and Law No. 27 of October 28th of 2014.
Law No. 13 of January 23rd, 1957.
Law Decree No. 1-2007-DMYSC of January 2nd, 2007.

COMMUNICATE, PUBLISH AND COMPLY

Given in the City of Panama, this seventh (7th) day of the month of September of the year two thousand and fifteen (2015).

(Unintelligible Signature)

JORGE BARAKAT PITY
ADMINISTRATOR OF
THE PANAMA MARITIME AUTHORITY

(Unintelligible Signature)

EDUARDO SEGURA
DIRECTOR OF THE LEGAL OFFICE,
ACTING AS THE JUDICIAL SECRETARY

RESOLUTION ADM N° 202-2015

THE ADMINISTRATOR OF THE PANAMA MARITIME AUTHORITY, in used of his legal faculties,

WHEREAS:

That by Law Decree No.7 of February 10th, 1998, the Panama Maritime Authority was created, the different maritime competences of the public administration were unified and other provisions were enacted.

That the Article 27 of Law Decree No. 7 of February 10th, 1998, establishes that among the functions of the Administrator is emitting resolutions related with the functioning and services provided by the Authority.

That the Article 33 of the Law Decree No.7 of February 10th, 1998, establishes the General Directorate of Seafarers' functions.

That the Law No. 13 of January 23rd, 1957, in its Article 8, Subparagraph (b), establishes the obligation, within the fold of the State Agencies, to keep record management programs and archives which include the organization, keeping, cataloguing, usage and disposition, of their belonging's documents.

That by Law Decree No. 1-2007-DMySC of January 2nd, 2007, the "*Procedures manual for the activity of Consular Collection*", second Version, is approved.

That in the subparagraph c of numeral 2 of the Decree No. 1-2007-DMySC of January 2nd, 2007, is established that in the archives of each Consulate, should be stayed the documents for the period of time indicated in the life tables of the Ministry of Foreign Affairs and the Panama Maritime Authority.

That by Resolution ADM No. 018-2012 of January 31st, 2012, the Life Table, related with the documents emitted by the General Directorate of Seafarers' different departments, units and areas, detailing description, holding period and ways of their preservation, was approved.

It is imperative approving a new documental Life Table, to update the documents of the General Directorate of Seafarers and include documents that are not related with seafarers, and there are in the General Consulates of Merchant Marine, that are not included in the Life Table approved by Resolution ADM No. 018-2012 of January 31st, 2012.

Consistently with the describe in the Article 24 of Law Decree No. 7 of February 10th, 1998, modified by the Article 185 of Law No. 57, of August 6th, 2008, the Administrator acts as a Legal Representative of the PANAMA MARITIME AUTHORITY in all operations, acts, agreements, and contract this performs; therefore,

RESOLVES:**FIRST:**

Approves the following Life Table that includes the emitted documents in the different departments, units and areas which set up the General Directorate of Seafarers of the Panama Maritime Authority, detailing their description, holding period and way of their preservation.

DIRECTORATE AND SUB-DIRECTORATE OF SEAFARERS		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual
Resolutions	6 years	Manual
Agreements and Regulation	6 years	Manual
Addenda and Annexes	6 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	
Quality Management Procedures	Every Review	Manual
Quality Management System Manual	Every Review	Manual
Departments and Units' Reports	6 years	Manual
Internal Audits' Report	6 years	Manual
External Audits' Report	6 years	Manual
Other documents	6 years	Manual
DEPARTMENT OF MARITIME TRAINING		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual
Resolutions of MTC	10 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Procedures	Every Review	Manual
Quality Management System Manual	Every Review	Manual
Placement Records	5 years	Manual
Maritime Training Centers' (MTC) abandoned, desisted, unaccepted and non-renewal files	10 years	Manual
Canceled MTC with recognition's files	10 years	Manual
In force MTC's administrative files	Permanent	Manual
Maritime Training Center's Audits reports	10 years	Manual
MTC courses manuals	10 years	Digital
Maritime Training Center's Certificates issued reports	10 years	Manual
Payment receipt copy of Maritime Training Centers' Issued Certificates.	10 years	Manual
Other Department's Documents	5 years	Manual
DEPARTMENT OF MARITIME LABOUR AFFAIRS		
Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual
Resolutions	6 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Procedures	Each Review	Manual
Quality Management System Manual	Each Review	Manual
National Complaints	2 years	Manual

International Complaints	2 years	Manual
Certifications	1 year	Manual
Seafarer's Contracts	6 years	Manual
ASI and PSC's Copy Reports	2 years	Manual
Dispensation's Copies	2 years	Manual
Exemption's Copies	4 years	Manual
Technical Assessments	4 years	Manual
Other Department's Documents	5 years	Manual

CERTIFICATION DEPARTMENT

Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Fax	6 years	Manual
Circulars	Permanent	Manual
Attendance Record	2 years	Manual
Logbook	5 years	
Quality Management Procedures	Each Review	Manual
Quality Management System Manual	Each Review	Manual
Files of Processed applications (Certificate of Competence, course endorsement, title certificate)	10 years	Manual
Deficiency Applications' files	1 year	Manual
Applications or fraudulent documents' file (offenders)	10 years	Manual
Accounts-Consulates, International Inspectorate and Authorized Commercial Office's files	10 years	Manual
Account-National Ports files	5 years	Manual
Monthly Finance Report	7 years	Manual
Regional Offices Monthly Report	10 years	Manual
All Regional Offices' Original Value cancelled documents (damaged during the printing process, assembling or voided for printing defects)	10 years	Manual
Valuable Document Inventory Report	10 years	Manual
Valuable Documents' Requisition Files	10 years	Manual
Valuable Documents' Request Copies	5 years	Manual
Valuable Documents' s Remittances Reception Confirmation	5 years	Manual
Original Remittances of Valuable Documents	Permanent	Manual
Other Archives of Valuable Documents	5 years	Manual
Other Department's Document	5 years	Manual

SEAFARERS' QUALITY AREA

Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual/Digital
Resolutions	6 years	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Current Procedures	Each Review	Manual/Digital
Quality Management System Manual	Each Review	Manual/Digital

Quality Management System Format	Each Review	Manual/Digital
Document's Master List	Each Review	Manual/Digital
Quality Management System Certification	6 years	Manual
Document's Control and Distribution	3 years	Manual
Distribution's Matrix	3 years	Manual/Digital
Entry, Documental Changing and Derecognition Application	3 years	Manual
External Documents' List of Control	3 years	Manual/Digital
Corrective-Preventive and Improvement Actions	3 years	Manual
Meeting, inductions and others activities' list	3 years	Manual
Audits' Checklist	3 years	Manual
Annual Audit's program	3 years	Manual
Audit's Plan	3 years	Manual
Quality Management System Internal and External Audits' Report	5 years	Manual
Auditor' performance evaluation	3 years	Manual
Reports of Nonconforming Products	3 years	Manual
Minutes of Directorate Review	3 years	Manual
Obsolete procedures	2 years	Manual/Digital
External suppliers' files	5 years	Manual
Consulting Records	5 years	Manual
Other documents department	5 years	Manual

COMPLIANCE AND ENFORCEMENT DEPARTMENT

Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Circulars	Permanent	Manual/Digital
Resolutions	Permanent	Manual
Attendance Record	2 years	Manual
Logbook	5 years	Manual
Quality Management Current Procedures	Each review	Manual
Quality Management System Manual	Each review	Manual
Website update form	2 years	Manual
Agreements between maritime administrations	Permanent	Manual
IMO Different meeting's Document control	3 years	Manual
Brief template	3 years	Manual
GDS e-mail Digital Disclosure	2 years	Digital
Other documents department	5 years	Manual

SEAFARERS REGIONAL OFFICES DOCUMENTATION

Document's Description	Holding Period	Way of Preservation
Memoranda	6 years	Manual
Notes	6 years	Manual
Fax	6 years	Manual
Circulars	Permanent	Manual
Circulars Issued by the Regional	Permanent	Manual
Resolutions	6 years	Manual
Settlement	Permanent	Manual
Attendance Record	2 years	Manual

Logbook	5 years	Manual
Quality Management Current Procedures	Each review	Manual
Quality Management System Manual	Each review	Manual
Quality Management System Internal and External Audits' Report	5 years	Manual
Quality Management System related documents	3 years	Manual
Process Application Files (certificate of competency, course endorsement, endorsement title)	10 years	Manual
Deficiency application files	1 year	Manual
Applications or fraudulent documents' file (offenders)	10 years	Manual
Regional Office's Monthly reports (Issued, cancelled, inventory, deficiency, forms, fraudulent and others documents set by the General Directorate of Seafarers)	6 years	Manual
Regional's other internal technical reports	5 years	Manual
Valuable document Remittance notes	5 years	Manual
Valuable document inventory	5 years	Manual
Original cancelled Valuable documents (damaged during the printing process, assembling or voided for printing defects)	Sent to Panama (monthly)	Manual
Copy or Valuable documents (damaged during the printing process, assembling or voided for printing defects)	10 years	Manual
Statement account	6 years	Manual
Monthly report	10 years	Manual
HHRR Files	Permanent	Manual
HHRR Forms	Permanent	Manual
Services' contracts	Permanent	Manual
Received Documentation report	6 years	Manual
Inventory Equipment Report (goods in used, disused and discarded)	6 years	
Statement of Account with PMA	Permanent	Manual
Monthly Financial Report's Copy (sent to Panama)	10 years	Manual
Service Provider delivery receipt	5 years	Manual
Reports or Received Application Notes, and the received support (processed and to process) documents.	6 years	
Other Documentation Regional Offices' documents	5 years	Manual

MERCHANT MARINE PRIVATIVE CONSULATES, INTERNATIONAL INSPECTORATES AND AUTHORIZED OFFICES

Document's Description	Holding Period	Way of Preservation
Original Remittances of Valuable Documents	Permanent	Manual
Deficiency Applications' files	1 year	Manual
Copy of Certificate of Competence's application	10 years	Manual
Endorsement Title Certificate Application Copy	10 years	
Certificate of Competence Application Copy of Seafarer's Basic Courses	10 years	Manual
Processed Application Files (Certificate of	10 years	Manual

Competence, Course Endorsement, Endorsement Title)		
Issued Certificate Receipt Copy	10 years	Manual
Monthly Existence Inventory (Annex 1)	10 years	Manual
Collection Report (Annex 2)	10 years	Manual
Work Detailed Report (Annex 3)	10 years	Manual
Original Value cancelled documents.	Sent to Panama (monthly)	Manual
Disused and Obsolete Value Documents	3 years	Manual
Processed documents copies for seafarers, authorized for General Directorate of Seafarers	6 years	Manual
GDS's Circulars	Permanent	Manual

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COMMUNICATE, PUBLISH AND COMPLY

Given in the City of Panama, this seventh (7th) day of the month of September of the year two thousand and fifteen (2015).

(Unintelligible Signature)

(Unintelligible Signature)

JORGE BARAKAT PITY
ADMINISTRATOR OF
THE PANAMA MARITIME AUTHORITY

EDUARDO SEGURA
DIRECTOR OF THE LEGAL OFFICE,
ACTING AS THE JUDICIAL SECRETARY