

## PURPOSE

To ensure proper control, retention, accessibility, and disposal of Distance Learning (DL) and E-Learning records as objective evidence of training and assessment activities, in compliance with MARINA requirements and the provisions of STCW Convention, 1978 Regulation I/6.

## SCOPE

This procedure applies to all DL and EL training records in both physical and electronic formats, including enrollment records, attendance, training and assessment records, certificates, evaluation reports, and system-generated SDLS records.

## PROCEDURE

1. The Records Officer shall ensure that all Distance Learning records are properly created, identified, and maintained.
2. All records shall be classified as either physical or electronic.
3. Each record shall include essential identifiers such as course code, trainee reference, date, and record description to ensure traceability and retrieval.
4. The Records Officer shall store physical records in secure, lockable, and controlled-access cabinets.
5. The Records Officer shall ensure electronic records are stored in secure SDLS and G-Drive systems with encryption, access control, and backup protection.
6. The Records Officer shall retain all DL/EL records for a minimum period of one (1) year, or longer if required by specific course or regulatory requirements.
7. Records shall remain available for audit, monitoring, surveillance, or investigation by MARINA or other authorized bodies.
8. Retention schedule shall be strictly implemented as follows:
  - Training Certificates – 1 year; COP-related certificates – 6 months; electronic backup retained indefinitely
  - Trainee Admission Records – 1 year; electronic backup retained indefinitely
  - Training and Assessment Records – 1 year; electronic backup retained indefinitely
  - Enrollment, Attendance, and Transmittal Records – 3 years; electronic backup retained indefinitely
  - SLDS Records (assignments, assessments) – 1 year or as required; electronic backup retained
9. The Records Officer shall ensure all records remain legible, complete, and readily retrievable throughout the retention period.
10. The Records Officer shall identify records that have exceeded their retention period.

11. The Records Officer shall prepare a Disposal of Records (NAGA-RMD-QPF-02-00-24) and submit it to the General Manager for approval.
12. Upon approval, physical records shall be securely shredded or destroyed.
13. Electronic records shall be permanently deleted from all systems and backup storage.
14. All disposal activities shall be documented in the official Records Disposal Log.
15. No records shall be disposed of without prior written approval of the General Manager.
16. The Records Officer shall maintain a Records Control Log for all DL and EL records.
17. The log shall include record type, description, storage location, retention period, and disposal status.
18. The Records Officer shall ensure records are properly maintained for traceability, audit readiness, and regulatory compliance.