

# ***ROPSSA Operations Manuals - Consolidated Compliance Report***

## **Compliance Analysis for Manual Chunk: section 101-112.docx**

**\*\*Compliance Aspect: Record Keeping\*\***

**\*\*COMPLIANT\*\***

The Operations Manual Chunk explicitly addresses the aspect of Record Keeping in Section 107, stating that the Administrator shall maintain records of all employees and contributors, including self-employed persons, for a minimum of ten (10) years. This requirement aligns with Guideline Excerpt 1 from 41 PNCA 2025.pdf, Page: 17, which states that the Social Security Administrator shall maintain records of all employees and contributors, including self-employed persons referred to in this chapter (Source: RPPL 3-64 § 14, modified).

Additionally, the Operations Manual Chunk allows for the retention of records for more than ten years when it is in the best interest of the System to do so. This provision is consistent with Guideline Excerpt 2 from 41 PNCA 2025.pdf, Page: 47, which states that the Administrator may maintain any record for more than ten (10) years when necessary (Source: RPPL 3-64 § 54, modified).

Lastly, the Operations Manual Chunk mentions that the Administrator shall prepare and submit to the Board a detailed budget estimate for the proper operations of the Medical Savings Fund and Palau Health Insurance, which includes records related to all funds and transactions (Guideline Excerpt 6, Source: 41 PNCA 2025.pdf, Page: 52).

Therefore, the Operations Manual Chunk is compliant with the Record Keeping guideline as it requires the Administrator to maintain records of employees and contributors, allows for extended record retention when necessary, and includes budget estimates that include records related to all funds and transactions.

**\*\*Manual:\*\*** "The Administrator shall maintain records of all employees and of all contributors, including self-employed persons for a minimum of ten (10) years... The Administrator may maintain any record for more than ten (10) years when the Administrator finds that it is in the best interest of the System to maintain such records for purposes including, but not limited to, on-going or future legal actions, debt collection, settlement agreements, estate proceedings, or other necessary purposes." (Section 107, from Operations Manual Chunk)

**\*\*Guideline:\*\*** "§ 726. Employment records. The Social Security Administrator shall maintain records of all employees and of all contributors, including self-employed persons referred to in this chapter. Source RPPL 3-64 § 14, modified." (Excerpt 1, from Relevant Guidelines)

"shall not release the information under any circumstances... Notwithstanding any other provision of this chapter upon the request of the Chief of the Division of Revenue and Taxation, the Administrator shall provide wage record information to the Division of Revenue and Taxation for use in determining compliance with the provisions of the Revenue and Tax Act. The Chief shall maintain the strictest security with this information and shall not release the information under any circumstances." (Excerpt 2, from Relevant Guidelines)

"The Administration shall maintain accounts and records in accordance with prevailing, generally accepted accounting principles as promulgated by the United States' Financial Accounting Standards Board. Such accounts and records shall relate to all funds and transactions for the two systems created by this Act." (Excerpt 3, from Relevant Guidelines)

"Subject to the Social Security By-Laws, the Social Security Administrator may audit the records of any employer or of a self-employed person, to the extent that they have a bearing on his liability to pay contributions." (Excerpt 4, from Relevant Guidelines)

"Notwithstanding any other provision of law, upon the request of the Administrator, the Division of Revenue and Taxation shall provide wage record information to the Social Security System for use in determining compliance with the provisions of this chapter. The Administrator shall maintain the strictest security with this information and shall not release the information under any circumstances." (Excerpt 5, from Relevant Guidelines)

"The Administrator shall maintain records of all employees and of all contributors, including self-employed persons, in a manner deemed reasonable to the administration and operation of the two systems." (Excerpt 6, from Relevant Guidelines)

"prevailing, generally accepted accounting principles as promulgated by the United States' Financial Accounting Standards Board. Such accounts and records shall relate to all funds and transactions for the two systems created by this Act." (Excerpt 7, from Relevant Guidelines)

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