

## Assassination Records Review Board Final Determination Notification

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AGENCY : HSCA  
RECORD NUMBER : 180-10068-10307  
RECORD SERIES : STAFF PAYROLL RECORDS  
AGENCY FILE NUMBER :

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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information: 6**

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

**Number of Postponements: 4**

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Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

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**Board Review Completed: 10/24/95**

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note).  
Case#:NW 88326 Date: 2025

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA  
RECORD NUMBER : 180-10068-10307

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 06/22/77  
PAGES : 6

SUBJECTS :  
HSCA, ADMINISTRATION  
BERLOW, LISA M.

DOCUMENT TYPE : PRINTED FORM  
CLASSIFICATION : U  
RESTRICTIONS : 3  
CURRENT STATUS : P  
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :  
Box #:1.

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[R] - ITEM IS RESTRICTED

# PAYROLL AUTHORIZATION FORM

(Please Use Typewriter  
or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES  
Washington, D.C. 20515

(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

|  |  |
|--|--|
| Employee Name (First-Middle-Last)          | Effective Date   |
| Lisa M. Berlow                             | 12/31/78   |
| Employee Social Security Number            | Type of Action   |
| <u>327-46-4790</u>                         | <input type="checkbox"/> Appointment<br><input type="checkbox"/> Salary Adjustment<br><input type="checkbox"/> Title Change<br><input checked="" type="checkbox"/> Termination (At close of business on effective date)<br><input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____) |
| Employing Office or Committee/Subcommittee | Specify Date   |
| Assassinations                             |  |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

|                |                      |
|----------------|----------------------|
| Position Title | Gross Annual Salary* |
|                |                      |

\* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
- ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date January 2, 1979

|   |  |
|---|--|
|   | (Signature of Authorizing Official)          |
|   | LOUIS STOKES                                 |
| (If appropriate, signature of Subcommittee Chairman or Ranking Minority Member) | (Type or print name of Authorizing Official) |
|   | CHAIRMAN                                     |
| (Type or print name and title of above official)                                | (Title—If Member, District and State)        |

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_  
Chairman, Committee on House Administration

|  |                |
|--|----------------|
| Office of Finance use only:              | ID _____       |
| Office Code _____                        | Benefits _____ |
| Monthly Annuity \$ _____ .00 as of _____ | Payroll _____  |

(Revised: August 1, 1977)

Copy for Initiating Office or Committee



**PAYROLL AUTHORIZATION FORM**(Please Use Typewriter  
or Ballpoint Pen)**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515(Any erasures, corrections, or changes  
on this form must be initiated by the  
authorizing official.)**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

|   |   |
|---|---|
| <b>Employee Name (First-Middle-Last)</b>          | <b>Effective Date</b>   |
| Lisa M. Berlow                                    | 7/1/78  |
| <b>Employee Social Security Number</b>            | <b>Type of Action</b>   |
| 327-46-4790                                       | <input type="checkbox"/> Appointment  |
| <b>Employing Office or Committee/Subcommittee</b> | <input type="checkbox"/> Salary Adjustment  |
| Assassinations                                    | <input type="checkbox"/> Title Change   |
|   | <input type="checkbox"/> Termination (At close of business on effective date)   |
|   | <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending<br>close of business _____ Specify Date _____) |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

|                       |                             |
|-----------------------|-----------------------------|
| <b>Position Title</b> | <b>Gross Annual Salary*</b> |
|                       | 16,100                      |

\* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
- ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable; Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date July 7, 1988

(Signature of Authorizing Official)

LOUIS STOKES, CHAIRMAN

(Type or print name of Authorizing Official)

(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

(Type or print name and title of above official)

(Title - If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_

Chairman, Committee on House Administration

|  |                       |
|--|-----------------------|
| <b>Office of Finance use only:</b>                     | <b>ID</b> _____       |
| <b>Office Code</b> _____                               | <b>Benefits</b> _____ |
| <b>Monthly Annuity \$</b> _____ <b>.00 as of</b> _____ | <b>Payroll</b> _____  |

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

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or Ballpoint Pen)**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

|   |  |
|---|--|
| <b>Employee Name (First-Middle-Last)</b>          | <b>Effective Date</b>  |
| Lisa M. Berlow                                    | December 1, 1977   |
| <b>Employee Social Security Number</b>            | <b>Type of Action</b>  |
| 327-46-4799                                       | <input type="checkbox"/> Appointment<br><input checked="" type="checkbox"/> Salary Adjustment<br><input type="checkbox"/> Title Change<br><input type="checkbox"/> Termination (At close of business on effective date)<br><input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business _____)<br>Specify Date _____ |
| <b>Employing Office or Committee/Subcommittee</b> |  |
| Assassinations                                    |  |

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

|                       |                             |
|-----------------------|-----------------------------|
| <b>Position Title</b> | <b>Gross Annual Salary*</b> |
| Researcher            | \$15,000                    |

\* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 465 of 95th Congress.
- ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 1, 19 77

(Signature of Authorizing Official)

Louis Stokes

(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

(Type or print name of Authorizing Official)

Chairman

(Type or print name and title of above official)

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_

Chairman, Committee on House Administration

|  |                       |
|--|-----------------------|
| <b>Office of Finance use only:</b>                     | <b>ID</b> _____       |
| <b>Office Code</b> _____                               | <b>Benefits</b> _____ |
| <b>Monthly Annuity \$</b> _____ <b>.00 as of</b> _____ | <b>Payroll</b> _____  |

(Revised: August 1, 1977)

Copy for Initiating Office or Committee



**PAYROLL AUTHORIZATION FORM**(Please Use Typewriter  
or Ballpoint Pen)**U.S. HOUSE OF REPRESENTATIVES**  
Washington, D.C. 20515(Any erasures, corrections, or changes  
on this form must be initialed by the  
authorizing official.)**To the Clerk of the House of Representatives:**

I hereby authorize the following payroll action:

|  |   |
|--|---|
| <b>Employee Name (First-Middle-Last)</b> | <b>Effective Date</b>   |
| Lisa M. Berlow                           | 6/22/77   |
| <b>Employee Social Security Number</b>   | <b>Type of Action</b>   |
| 327 46 4790                              | <input checked="" type="checkbox"/> Appointment                               |
| <b>Employing Office or Committee</b>     | <input type="checkbox"/> Salary Adjustment                                    |
| Assassinations                           | <input type="checkbox"/> Termination (At close of business on effective date) |

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

|                       |                            |
|-----------------------|----------------------------|
| <b>Position Title</b> | <b>Gross Annual Salary</b> |
| Researcher            | \$12,000                   |

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
- ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number \_\_\_\_\_ If applicable, Level \_\_\_\_\_ Step \_\_\_\_\_

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date June 28, 19 77

(Signature of Authorizing Official)

Louis Stokes

(Type or print name of Authorizing Official)

Chairman

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: \_\_\_\_\_

Chairman, Committee on House Administration

Office of Finance use only:

Office Code \_\_\_\_\_

Monthly Annuity \$ \_\_\_\_\_ .00

Copy for Initiating Office or Committee

*BELOW*

MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

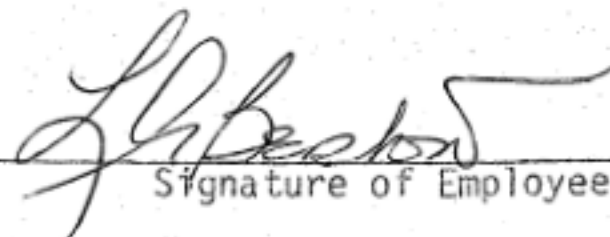
The following are the relationships to be included in the certification:

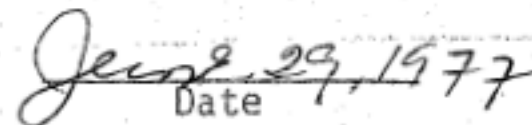
|              |                 |                |
|--------------|-----------------|----------------|
| father       | nephew          | brother-in-law |
| mother       | niece           | sister-in-law  |
| son          | husband         | stepfather     |
| daughter     | wife            | stepmother     |
| brother      | father-in-law   | stepbrother    |
| sister       | mother-in-law   | stepsister     |
| uncle        | son-in-law      | half-brother   |
| aunt         | daughter-in-law | half-sister    |
| first cousin |                 |                |

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

☒ I am not related to any current (95th Congress) Member of Congress.

☐ I am related to a current (95th Congress) Member of Congress.  
(Please specify.) \_\_\_\_\_

  
\_\_\_\_\_  
Signature of Employee

  
\_\_\_\_\_  
Date

*Berlow*

*12,000*

MEMORANDUM

327 46 4790

TO: Louis Stokes, Chairman

FROM: Tom Lambeth, Acting Director *TL*

DATE: June 14, 1977

I would recommend approval of the attached  
request that Lisa <sup>M.</sup>Berlow be hired. At the moment,  
there are four (4) vacancies on the research staff.

*OK*

*OK*  
*2/1*