## Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER : 180-10070-10161

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

Released under the John F. Konnody Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#NW 68261 Date: 19-01-2022

**December 8, 1995** 

Status of Document: Postponed in Part

### Number of releases of previously postponed information: 7

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: 6

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

**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

Date: 08/20/93 Page: 1

#### JFK ASSASSINATION SYSTEM

#### IDENTIFICATION FORM

#### AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER : 180-10070-10161

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

#### DOCUMENT INFORMATION

ORIGINATOR : HSCA

FROM :

TO:

TITLE :

DATE : 08/01/77

PAGES: 7

SUBJECTS :

HSCA; ADMINISTRATION SWENDSEN, LANCE W.

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION : U

RESTRICTIONS : 3

CURRENT STATUS : P

DATE OF LAST REVIEW : 07/16/93

OPENING CRITERIA :

COMMENTS :

Box 3.

or Ballpoint Pen) Washington, I	D.C. 20515	TIVES  (Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)			
To the Clerk of the House of Representatives:		authorizing unicial.)			
•					
I hereby authorize the following payroll action:					
Employee Name (First-Middle-Last)		Effective Date			
Tanaa II Omaalaa		a to two			
Lance W. Svendsen Employee Social Security Number		1/1/79 Type of Action			
Employing Office or Committee/Subcommittee		☐ Appointment ☐ Salary Adjustment ☐ Title Change			
		of business)			
Of type of action is an Appointment Salam Adjustment on Title C					
If type of action is an Appointment, Salary Adjustment, or Title C	nange, compi				
Position Title		Gross Annual Salary*			
		\$13,700.00			
* If employee is a civil service annuitant (includes U.S. House of Representatives), the plus the salary received from the employing office.	e gross annual so	The state of the s			
If Committee Employee, complete appropriate item below.)					
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profess	ional.				
		A24 A2.1			
<ol><li>Special (Investigative staff of Standing Committee) or</li></ol>	Select Comm	nittee: Authority—H. Res956_of95th_Congress.			
<ol> <li>Special (Investigative staff of Standing Committee) or</li> <li>Joint Committee.</li> </ol>	Select Comm	nittee: Authority—H. Res956of956b_Congress.			
3.   Joint Committee.		nittee: Authority—H. Res <u>956_of95&amp;h</u> Congress.			
3.   Joint Committee.	)				
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.  Position Number	) Ste	P			
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.  Position Number  I certify that this authorization is not in violation relatives.	) Ste n of 5 U.S	P .C. 3110(b), prohibiting the employment of			
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.  Position Number  I certify that this authorization is not in violation relatives.	) Ste n of 5 U.S	P  C. 3110(b), prohibiting the employment of			
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.  Position Number	) Ste n of 5 U.S	P C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS ZEORES			
3.   If Employee of an Officer of the House, complete item below.  Position Number	) Ste n of 5 U.S	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS TEORES  (Type or print name of Authorizing Official)  CHATRMAN			
3.   If Employee of an Officer of the House, complete item below.  Position Number	) Ste n of 5 U.S	P  C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS SECRES  (Type or print name of Authorizing Official)  CHAIRMAN  (Title-If Member, District and State)			
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.  Position Number	) Ste	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS BEORES  (Type or print name of Authorizing Official)  CHAIRMAN  (Title-If Member, District and State)			
3.    If Employee of an Officer of the House, complete item below.  Position Number	) Ste	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS SHOKES  (Type or print name of Authorizing Official)  CHAIRMAN  (Title—If Member, District and State)  ouse Classification Act and for Committee employment the Budget, and the Joint Committees, must			
3.    If Employee of an Officer of the House, complete item below.  Position Number	) Ste	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS BEORES  (Type or print name of Authorizing Official)  CHAIRMAN  (Title-If Member, District and State)			
3.  Joint Committee.  If Employee of an Officer of the House, complete item below.  Position Number	) Ste	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS SHOKES  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  ouse Classification Act and for Committee employment the Budget, and the Joint Committees, must			
3.   Joint Committee.  If Employee of an Officer of the House, complete item below.  Position Number	) Ste	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS SECRES  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  ouse Classification Act and for Committee employment the Budget, and the Joint Committees, must airman, Committee on House Administration			
3.   If Employee of an Officer of the House, complete item below.  Position Number	) Ste	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS SHOKES  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  ouse Classification Act and for Committee emment the Budget, and the Joint Committees, must			

HW 68286

Docld:32244103 Page 3

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter U.S. HOUSE OF	DEDDESENTA	TIVES (Any erasures, corrections, or changes			
(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES On this form must be initialed by to authorizing official.)					
To the Clerk of the House of Representatives:					
I hereby authorize the following payroll action:					
Employee Name (First-Middle-Last)		Effective Date			
Lance W. Svendsen  Employee Social Security Number  264-98-4680  Employing Office or Committee/Subcommittee  Assassinations		December 1, 1978  Type of Action			
					☐ Appointment ☐ Salary Adjustment ☐ Title Change
		☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business			
		(If type of action is an Appointment, Salary Adjustment, or Title	Change, comple	ete appropriate information below.)	
		Position Title		Gross Annual Salary*	
		\$18,100.00			
plus the salary received from the employing office.					
(If Committee Employee, complete appropriate item below.)  1. □ Standing Committee: Staff—□ Clerical or □ Prof  2. ☒ Special (Investigative staff of Standing Committee)  3. □ Joint Committee.  (If Employee of an Officer of the House, complete item belowed Position Number	essional. ) or Select Commonw.) ow.)	ρ			
(If Committee Employee, complete appropriate item below.)  1. □ Standing Committee: Staff—□ Clerical or □ Prof  2. ☒ Special (Investigative staff of Standing Committee)  3. □ Joint Committee.  (If Employee of an Officer of the House, complete item below)	essional. ) or Select Commonw.) elSteption of 5 U.S.	P C. 3110(b), prohibiting the employment of			
(If Committee Employee, complete appropriate item below.)  1.  Standing Committee: Staff— Clerical or  Prof.  2.  Special (Investigative staff of Standing Committee) 3.  Joint Committee.  (If Employee of an Officer of the House, complete item below.) Position Number	essional. ) or Select Commonw.) elSteption of 5 U.S.	C. 3110(b), prohibiting the employment of			
(If Committee Employee, complete appropriate item below.)  1. □ Standing Committee: Staff—□ Clerical or □ Prof.  2. № Special (Investigative staff of Standing Committee.)  3. □ Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	essional. ) or Select Commow.) elSteption of 5 U.S.	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)			
(If Committee Employee, complete appropriate item below.)  1.  Standing Committee: Staff— Clerical or  Prof.  2.  Special (Investigative staff of Standing Committee.)  3.  Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	essional. ) or Select Commow.) elSteption of 5 U.S.	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)  Chairman			
(If Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Prof.  2. Special (Investigative staff of Standing Committee.)  3. Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	essional. or Select Commonw.) elSteption of 5 U.S. s under the Hotel Committee of	(Signature of Authorizing Official) LOUIS STOKES (Type or print name of Authorizing Official) Chairman (Title—If Member, District and State)  use Classification Act and for Committee emnt the Budget, and the Joint Committees, must			
(If Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Prof.  2. Special (Investigative staff of Standing Committee.)  3. Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	essional. or Select Commonw.) elSteption of 5 U.S. s under the Hotel Committee of	C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)  Chairman  (Title—If Member, District and State)  use Classification Act and for Committee emnt the Budget, and the Joint Committees, must			
(If Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Prof.  2. Special (Investigative staff of Standing Committee.)  3. Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	essional. or Select Commonw.) elSteption of 5 U.S. s under the Hotel Committee of	(Signature of Authorizing Official) LOUIS STOKES (Type or print name of Authorizing Official) Chairman (Title—If Member, District and State)  use Classification Act and for Committee emnt the Budget, and the Joint Committees, must			
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HVV 68286

Docld:32244103 Page 4

PAYROLL AUTHORIZATION FORM	DECENTA	TIVES (Any executes corrections or change				
(Please Use Typewriter U.S. HOUSE OF REF or Ballpoint Pen) Washington, D.		(Any erasures, corrections, or change on this form must be initialed by authorizing official.)				
o the Clerk of the House of Representatives:						
I hereby authorize the following payroll action:						
Employee Name (First-Middle-Last)	T	Effective Date				
Lance W. Svendsen	1	October 1, 1978				
Employee Social Security Number		Type of Action				
264-98-4620	136	Appointment				
Employing Office or Committee/Subcommittee  Assassinations		Adjustment				
		☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and endir close of business				
type of action is an Appointment, Salary Adjustment, or Title Ch	ange, compl	ete appropriate information below.)				
Position Title		Gross Annual Salary*				
		\$13,700.00				
s the salary received from the employing office.	onal.					
Committee Employee, complete appropriate item below.)  1.  Standing Committee: Staff— Clerical or  Profession 2.  Special (Investigative staff of Standing Committee) or  3.  Joint Committee.  Employee of an Officer of the House, complete item below.)	onal. Select Comm	nittee: Authority—H. ResofCongre				
Solary received from the employing office.  Committee Employee, complete appropriate item below.)  1. □ Standing Committee: Staff—□ Clerical or □ Profession  2. ☑ Special (Investigative staff of Standing Committee) or 3. □ Joint Committee.	onal. Select Comm	nittee: Authority—H. ResofCongre				
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Committee Employee, complete appropriate item below.)  1.  Standing Committee: Staff— Clerical or  Profession 2.  Special (Investigative staff of Standing Committee) or 3.  Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number	onal. Select Comm	nittee: Authority—H. Res. 956 of 95ch Congre  P  C. 3110(b), prohibiting the employment				
Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Profession 2. Special (Investigative staff of Standing Committee) or 3. Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number	onal. Select Comm	nittee: Authority—H. Res.——of——Congre  P———— C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)  Challes				
Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Profession 2. Special (Investigative staff of Standing Committee) or 3. Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number	onal. Select Comm	nittee: Authority—H. Res.——of——Congre  P———— C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)  Challes				
Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Profession 2. Special (Investigative staff of Standing Committee) or 3. Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number	onal. Select Common	nittee: Authority—H. Res.——of——Congre  P C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  ouse Classification Act and for Committee employment				
Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Profession 2. Special (Investigative staff of Standing Committee) or 3. Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number	onal. Select Common Steme of 5 U.S.  Inder the Holomorphic of the Holo	nittee: Authority—H. Res.——of——Congre  P C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  ouse Classification Act and for Committee employment				
Committee Employee, complete appropriate item below.)  1. Standing Committee: Staff— Clerical or Profession 2. Special (Investigative staff of Standing Committee) or 3. Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number	onal. Select Common Steme of 5 U.S.  Inder the Holomorphic of the Holo	nittee: Authority—H. Res. 956 of 95ch Congre  PC. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  ouse Classification Act and for Committee employment the Budget, and the Joint Committees, must				
2.  Special (Investigative staff of Standing Committee) or 3.  Joint Committee.  Employee of an Officer of the House, complete item below.)  Position Number	onal. Select Common Steme of 5 U.S.  Inder the Holomorphic of the Holo	nittee: Authority—H. Res. 956 of 95ch Congre  PC. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  ouse Classification Act and for Committee employment the Budget, and the Joint Committees, must				

HW 68286

Docld:32244103 Page 5

### 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	
Lance W. Syendsen	March 1, 1978	
Employee Social Security Number	Type of Action	
264-96-4680	☐ Appointment	
Employing Office or Committee/Subcommittee	☐ Title Change	
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and enclose of business	
(If type of action is an Appointment, Salary Adjustment, or Title Cha	ange, complete appropriate information below.)	
Position Title	Gross Annual Salary*	
Clerical Assistant	\$12,000	
* If employee is a civil service annuitant (includes U.S. House of Representatives), the plus the salary received from the employing office.	gross annual salary shown should include the annuity received by the en	
If Committee Employee, complete appropriate item below.)		
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professio	nal.	
2. D Special (Investigative staff of Standing Committee) or S	Select Committee: Authority—H. Res 956 of 956 Conc	
3.   Joint Committee.	The Resident Confession of the Residence of the Confession of the Residence of the Confession of the C	
(If Employee of an Officer of the House, complete item below.)  Position Number	Step	
Position Number	Step	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official)	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) (OUIS BTOKES (Type or print name of Authorizing Official)	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  der the House Classification Act and for Committee	
Position Number	Step	
Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  Idea the House Classification Act and for Committee of Authorizing Official)  (Title-If Member, District and State)	

(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:

Employee Name (First-Middle-Last)		Effective Date
Lance H. Svendsen	Dacember 1, 1977	
Employee Social Security Number	Type of Action	
264~98~4680	□ Appointment  □ Salary Adjustment  □ Title Change □ Termination (At close of business on effective date)	
Employing Office or Committee/Subcommittee		
Assassinations	☐ Leave without pay (Beginning with effective date above	
	close of businessSpecify Date	
(If type of action is an Appointment, Salary Adjustment, or Title	hange, complete approp	riate information below.)
Position Title		Gross Annual Salary*
Clerical Assistant		11,000
* If employee is a civil service annuitant (includes U.S. House of Representatives), plus the salary received from the employing office.		
If Committee Employee, complete appropriate item below.)		
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profe	ional.	and the second
2. 2 Special (Investigative staff of Standing Committee)		
3.   Joint Committee.	Select Committee: Auto	only—n. kes.1222_or_326@ongres
If Employee of an Officer of the House, complete item below		
the property of the fire state	)	
Position NumberIf applicable, Leve		
Position NumberIf applicable, Leve	Step	
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## PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

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

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	on this for	m must	be	initia	ıler	d by	th
	authorizing	official	.)		-	in a	to the same

## To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

	Effective Date		
Lance id. Syendsen		8/1/77	
Employee Social Security Number		Type of Action	
264ct98a4680	Appointment		
Employing Office or Committee	☐ Salary Adjustment		
Assassinations	☐ Termination (At close of business on effective date)		
f type of action is an Appointment or Salary Adjustment,	complete the fol	lowing information.)	
Position Title		Gross Annual Salary	
Xerox/Messenger	· .	\$9,500	
f Committee Employee, complete appropriate item below.	.)		
1. Standing Committee: Staff- Clerical or F	Professional.		
2. Special or Select Committee: Authority-H. Re		Contract 1	
2. Special of Select Committee: Authority Ti, ke	301	Congress.	
3. Doint Committee.			
f Employee of an Officer of the House street from held			
f Employee of an Officer of the House, complete item bel	ow.)		
Position NumberIf applicable, Le		p	
I certify that this authorization is not in viole	velSte		
I certify that this authorization is not in viola elatives.	velSte	.C. 3110(b), prohibiting the employmen	
l certify that this authorization is not in viole elatives.  August 1 , 1977	velSter	.C. 3110(b), prohibiting the employmen	
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l certify that this authorization is not in violate August 1 , 1977	tion of 5 U.S.	.C. 3110(b), prohibiting the employmen  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)	
I certify that this authorization is not in viole elatives.  DateAugust 1 , 1977	tion of 5 U.S. Louis Stokes	.C. 3110(b), prohibiting the employmen  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)	
I certify that this authorization is not in violate August 1 , 1977	tion of 5 U.S. Louis Stokes	.C. 3110(b), prohibiting the employmen  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)	
I certify that this authorization is not in violate August 1 1977  Aliquist 1 1977  All appointments and salary adjustments for employe	tion of 5 U.S. Louis Stokes Chairman	C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)	
August 1 , 19 77  All appointments and salary adjustments for employe loyees, except those of the Committee on Appropriations, t	tion of 5 U.S. Louis Stokes Chairman	C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)	
August 1 , 1977  All appointments and salary adjustments for employe loyees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.	Louis Stokes Chairman es under the Ho	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee on the Budget, and the Joint Committees, m	
August 1 , 1977  All appointments and salary adjustments for employe loyees, except those of the Committee on Appropriations, to approved by the Committee on House Administration.	Louis Stokes Chairman es under the Hothe Committee of	C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)	
August 1 , 1977  All appointments and salary adjustments for employe loyees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.	Louis Stokes Chairman es under the Hothe Committee of	C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee on the Budget, and the Joint Committees, many committees, many committees of the Budget, and the Joint Committees, many committees of the Budget, and the Joint Committees, many committees of the Budget, and the Joint Committees of the Budget of	
August 1 , 1977  All appointments and salary adjustments for employe loyees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.	Louis Stokes Chairman es under the Hothe Committee of	C. 3110(b), prohibiting the employment (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee on the Budget, and the Joint Committees, many committees, many committees of the Budget, and the Joint Committees, many committees of the Budget, and the Joint Committees, many committees of the Budget, and the Joint Committees of the Budget of	
August 1 , 1977  All appointments and salary adjustments for employe loyees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.  APPROVED	Louis Stokes Chairman es under the Hothe Committee of	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee on the Budget, and the Joint Committees, m	
August 1 1977  All appointments and salary adjustments for employe loyees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.  APPROVED	Louis Stokes Chairman es under the Hothe Committee of	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee on the Budget, and the Joint Committees, m	

Copy for Initiating Office or Committee

#### 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	194	father-in-law		stepbrother
sister	1.0	mother-in-law		stepsister
uncle		son-in-law		half-brother
aunt		daughter-in-law	1,3,5	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.

<b>/X</b> /	I am not related to any current	(95th Congress) Member of Congress.
	I am related to a current (95th (Please specify.)	Congress) Member of Congress.

Signature of Employee

8/2/77 Date