Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER : 180-10060-10492

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

felessed under the John F Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case&NW 86261 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: 4

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: 180-10060-10492

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA

FROM : TO :

TITLE :

DATE: 09/27/77

PAGES: 6

SUBJECTS:

HSCA, ADMINISTRATION NORRIS, ELIZABETH

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U RESTRICTIONS: 3 CURRENT STATUS: P

DATE OF LAST REVIEW: 06/04/93

OPENING CRITERIA:

COMMENTS:

Box 2.

or Ballpoint Pen)		D.C. 20515	on this form must be initialed by authorizing official.)					
To the Clerk of the House of Re I hereby authorize the following	•							
- The rest of the	payron denon.							
Employee Name (Fi	rst-Middle-Last)		Effective Date					
Elizabeth M. Horris		No	vember 30, 1978					
Employee Social Se	curity Number		Type of Action					
237=90=51/78			□ Appointment					
Employing Office or Com	mittee/Subcommittee	☐ Salary Ad						
Assassinations		I _	☑ Termination (At close of business on effective date)					
733633 III 6 I 0 II 3	. •	1	thout pay (Beginning with effective date above and end business					
If type of action is an Appointment,	Salary Adjustment, or Title	Change, complete						
Pos	tion Title		Gross Annual Salary*					
f Committee Employee, complete of		ssional.						
1. Standing Committee: Standing Committee: Standing Committee: Standing Committee standing Committee: Standing Committee stand	aff— Clerical or Profes off of Standing Committee) of ouse, complete item below If applicable, Level zation is not in violation	v.) IStep_ on of 5 U.S.C.	. 3110(b), prohibiting the employment					
1. Standing Committee: Standing Committee: Standing Committee standi	off— Clerical or Professiff of Standing Committee) of Standing Committee) of Standing Committee of Standing Co	v.) IStep_ on of 5 U.S.C.	3110(b), prohibiting the employment (Signature of Authorizing Official) LOUIS STOKES					
1. Standing Committee: Standing Committee: Standing Committee chairman Committee Chairma	off—□ Clerical or □ Professiff of Standing Committee) of Standing Committee) of Standing Committee of Standing	or Select Committee.) Step_on of 5 U.S.C.	Signature of Authorizing Official) LOUIS STOKES Spending of Authorizing Official) Chairman					
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1. Standing Committee: Standing Committee: Standing Committee of the Horizontal Committee standing Committee Chairman Committee Chairman Committee standing Committee	off—□ Clerical or □ Professiff of Standing Committee) of Clerical or □ Professiff of Standing Committee) of Course, complete item below and the course of th	under the House Committee on	(Signature of Authorizing Official) LOUIS STOKES Type or print name of Authorizing Official) Challen (Title—If Member, District and State) The Budget, and the Joint Committee enthe Budget, and the Joint Committees, manner, Committee on House Administration					
1. Standing Committee: Standing Committee: Standing Committee of the Head Committee standing Committee Chairman Committee standing Committee Stand	ouse, complete item below at a policable, Level at a policable, Le	under the House Committee on	(Signature of Authorizing Official) LOUIS STOKES Type or print name of Authorizing Official) Chairman (Title—If Member, District and State) The Budget, and the Joint Committee enthe Budget, and the Joint Committees, mu					

NW 68286 Docld:32239500 Page 3

	E OF REPRESENTATIVES (Any erasures, corrections, or change 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
Elizabeth M. Norris	Oc tober 1, 1978
Employee Social Security Number	Type of Action
237=90\s178	_ Appointment
	Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change ☐ Termination (At close of business on effective date)
	Leave without pay (Beginning with effective date above and ending
Assassinations	close of business
	Specify Date
f type of action is an Appointment, Salary Adjustment,	or Title Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
	\$16,100.00
If employee is a civil service annuitant (includes U.S. House of Representations)	entatives), the gross annual salary shown should include the annuity received by the employ
us the salary received from the employing office.	
Committee Employee, complete appropriate item b	
	Delow.)
1. ☐ Standing Committee: Staff—☐ Clerical or	
1. ☐ Standing Committee: Staff—☐ Clerical or	□ Professional.
 Standing Committee: Staff— Clerical or Special (Investigative staff of Standing Committee) 	
1. ☐ Standing Committee: Staff—☐ Clerical or	□ Professional.
 Standing Committee: Staff— Clerical or Special (Investigative staff of Standing Committee) Joint Committee. 	□ Professional. nmittee) or Select Committee: Authority—H. Res. 956 95th Congress
 Standing Committee: Staff— Clerical or Special (Investigative staff of Standing Committee) Joint Committee. 	Professional. nmittee) or Select Committee: Authority—H. Res. 956 95th Congress em below.)
1. Standing Committee: Staff— Clerical or 2. Special (Investigative staff of Standing Com 3. Joint Committee. Employee of an Officer of the House, complete ite Position Number	Professional. nmittee) or Select Committee: Authority—H. Res. 956 95th Congress em below.)
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1. Standing Committee: Staff— Clerical or 2. Special (Investigative staff of Standing Com 3. Joint Committee. I Employee of an Officer of the House, complete ite Position Number If applicable I certify that this authorization is not in elatives. October 10 78 ate	Professional. Inmittee) or Select Committee: Authority—H. Res. 956 ofCongress In below.) In below.) In below.) Step violation of 5 U.S.C. 3110(b), prohibiting the employment of
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Copy for Initiating Office or Committee

(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
Elizabeth M. Brown	December 1, 1977
Employee Social Security Number	Type of Action
287~90~5178	☐ Appointment
	Salary Adjustment
Assassingtions	☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and end close of business
type of action is an Appointment, Salary Adjustment, or	Title Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
Staff Assistant	\$15,000
Committee Employee, complete appropriate item belo 1. □ Standing Committee: Staff—□ Clerical or □ 1	
3. December 1 Joint Committee. Employee of an Officer of the House, complete item to Position Number 1 I certify that this authorization is not in violatives.	elow.) LevelStep Dilation of 5 U.S.C. 3110(b), prohibiting the employment
3. □ Joint Committee. Employee of an Officer of the House, complete item be Position Number	lee) or Select Committee: Authority—H. Res. 465 of 25th Congression.) LevelStep Clation of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Louis Stokes (Type or print name of Authorizing Official) (Title—If Member, District and State) yees under the House Classification Act and for Committee en
3. □ Joint Committee. Employee of an Officer of the House, complete item be Position Number	lelow.) LevelStep Step Signature of Authorizing Official) Stokes (Type or print name of Authorizing Official) (Title-If Member, District and State) yees under the House Classification Act and for Committee en , the Committee on the Budget, and the Joint Committees, mu
2. □ Joint Committee. Employee of an Officer of the House, complete item by Position Number	levelStep
Employee of an Officer of the House, complete item by Position Number	lelow.) LevelStep Congression 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) (Fitle-If Member, District and for Committee employment the Committee on the Budget, and the Joint Committees, multiple.)

or Ballpoint Pen)

(Please Use Typewriter 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						
Elizabeth M. Brown		September 27, 1977						
Employee Social Security Number		Type of Action						
257-19095778	ÄKAppo	Salary Adjustment						
Employing Office or Committee	□ Salar							
Assassinations	Termi	ination (At close of business on effective date)						
(If type of action is an Appointment or Salary Adjustment	, complete the fol	lowing information.)						
Position Title		Gross Annual Salary						
Staff Assistant		\$13,000						
(If Committee Employee, complete appropriate item below	w.)							
1. Standing Committee: Staff— Clerical or	Professional.							
2. Special or Select Committee: Authority-H. Re	es. 465 of 95	th Congress. 8 2017 Hatta.						
3. Doint Committee.		The second secon						
If Employee of an Officer of the House, complete item be	elow.)							
Position NumberIf applicable, Le	evelStep	p						
I certify that this authorization is not in viol	lation of 5 U.S.	C. 3110(b), prohibiting the employment o						
relatives.	- Que	and a particular and a second and the second						
DateSeptember 27	- J.							
	Louis Stoke	(Signature of Authorizing Official)						
115 That 17 Jan 19 19 19 19 19 19 19 19 19 19 19 19 19	7	(Type or print name of Authorizing Official)						
	Chairman	(Title-If Member, District and State)						
		Time in Member, District and State)						
All appointments and salary adjustments for employed								
ployees, except those of the Committee on Appropriations, be approved by the Committee on House Administration.								
APPROVE		airman, Committee on House Administration						
Office of Finance use only:								
Office Code	=							

Copy for Initiating Office or Committee

To: G. Robert Blakey
From: Tom Howart

Date: September 27, 1977
Re: Hiring of Staff Assistant

I recommend that we hire Elizabeth Brown as the second staff assistant in the Budget Office at an annual salary of \$13,000.00 starting September 27, 1977.

Elizabeth M. Brown

3134 Q. Street, N. W. Washington, D. C. 20007 Telephone: h - 333-2105 o - 225-6565

EXPERIENCE

October 1974 - Present

Staff of U. S. Representative Jack Brooks, Washington, D. C. Handle all aspects of case work in the areas of military, Social Security and veterans affairs. Correspond with constituents in regards to general and specific inquiries, which often necessitates contact with various government agencies and Congressional Committees in order to obtain needed information. Correspond with constituents concerning legislative inquiries. Assist in reviewing and assigning all outgoing mail. Responsible for various facets of the procedure involved with the nomination of service academy applicants. Performed duties of receptionist and appointment secretary on a full time basis, and presently perform these duties as needed. Temporarily assumed duties and responsibilities of office manager.

Sept. 1973 - Dec. 1973

Learning Foundations, Inc., Wilmington, N. C. Part-time math tutor for grades one through twelve.

Feb. 1973 - June 1973

Wonder Shop, Wilmington, N. C. Part-time sales clerk.

EDUCATION

1972 - 1974

University of North Carolina
Wilmington, N. C. 28401
Degree: Bachelor of Arts in Mathematics

1970 - 1972

Peace College Raleigh, N. C.

BIOGRAPHICAL DATA

Born:

March 12, 1952, Wilmington, N. C.

Appearance:

Height: 5'5" Weight: 114 lbs

Health: Excellent

Hobbies:

Water sports, tennis, needle point, and

reading.

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
mother
son
daughter
brother
sister
uncle
aunt
first cousin

nephew niece husband wife father-in-law mother-in-law son-in-law daughter-in-law brother-in-law sister-in-law stepfather stepmother stepbrother stepsister half-brother half-sister

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.

X	Ι	am	not	rel	ated	to	any	cu	rrent	(95th	Con	gress)	Memi	per	of.	Congi	ress
				ated spec			urre	nt	(95th	Congr	ess)	Membe	r of	Con	gre	ss.	
							-								,	= (,	

Elyabeth M. Brown Signature of Employee

9-27-77 Date