Released under the John F Kennady Assessination Records Colection Act of 1982 (44 USC 2107 Note). Caself:NW 88261 Date: 19-01-2022

Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER: 180-10068-10336

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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: 5

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 : 180-10068-10336

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA

FROM :

.

TITLE :

DATE : 12/30/77

PAGES: 7

SUBJECTS:

HSCA, ADMINISTRATION

DOWNEY, JANE

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U RESTRICTIONS: 3 CURRENT STATUS: P

DATE OF LAST REVIEW: 07/07/93

OPENING CRITERIA:

COMMENTS :

Box #:1.

[R] - ITEM IS RESTRICTED

(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

Employee Name (First-Middle-Last)	Effective Date	
Jane L. Downey	3/6/79	
Employee Social Security Number	Type of Action	
454~52~5820	□ Appointment □ Solary Adjustment	
Employing Office or Committee/Subcommittee	☐ Title Change	
Rep. Harold S. Sawyer	Termination (At close of business on effective date) Leave without pay (Beginning with effective date above and close of business	
If type of action is an Appointment, Salary Adjustment, or Title Ch	ange, complete appropriate information below.)	
Position Title	Gross Annual Salary*	
Staff Assistant	9,984.72	
* 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 emplo	
If Committee Employee, complete appropriate item below.)		
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession	onal.	
2. Special (Investigative staff of Standing Committee) or	Select Committee: Authority H Res	
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3. If Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employment	
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3. If Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Harold S. Sawyer (Type or print name of Authorizing Official) 5th District - Michigan (Title-If Member, District and State)	
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(Revised: August 1, 1977)

ORIGINAL — To Finance Office (For official personnel folder)

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVE (Any erasures, corrections, on Ballpoint Pen) Washington, D.C. 20515 (Any erasures, corrections, on this form must be initial.)				
the Clerk of the House of Representatives:				
hereby author the following agreed - sting				
hereby authorize the following payroll action:	47.5			
Employee Name (First-Middle-Last)		Effective Date		
Jane L. Downey	3/1/79			
Employee Social Security Number		Type of Action		
454~52~5820	☐ Appointment			
Employing Office or Committee/Subcommittee	☐ Title Change	☐ Title Change		
Rep. Harold S. Sawyer	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and close of business			
		Specify Date		
ype of action is an Appointment, Salary Adjustment, or Title Ch	ange, complete appro	priate information below.)		
Position Title		Gross Annual Salary*		
Staff Assistant	45,	576.60		
ommittee Employee, complete appropriate item below.) 1. Standing Committee: Staff— Clerical or Profession	onal.			
2. Special (Investigative staff of Standing Committee) or 3	Select Committee: Aut	hority—H. ResofCong		
 Special (Investigative staff of Standing Committee) or 3. Joint Committee. 	Select Committee: Aut	hority—H. ResofCong		
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ORIGINAL - To Finance Office (For official personnel folder)

(Revised: August 1, 1977)

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diff-jfk: record 180A0008 10336 - Page S - (diff between 2025 and 2022) fresh pages on REPRESENTATIVES (Please Use Typewriller 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:

hereby authorize the toilowing payroll action:		Effective Date
Employee Name (First-Middle-Last)	- 12	
Jane L. Downey	2/1/	
Employee Social Security Number		Type of Action
Employee Social Sociality Hamilton	⊅ kAppointm	ent
454±52×5820	☐ Solory Ad	
	C Yide Change	
Employing Office or Committee/Subcommittee	☐ Termination (At clase of business on effective date) ☐ Leave without pay (Beginning with effective date above an	
Rep. Harold S. Sawyer	Leave wi	
Tide	Change complet	te appropriate information below.)
type of action is an Appointment, Salary Adjustment, or Title	Citalige, semple	Gross Annual Salary*
Position Title		
		9,984.72
Staff Assistant If employee is a civil service annuitant (includes U.S. House of Representatives the colors received from the employing office.		ary shown should include the annulty received by the e
If amployee is a civil service annuitant (includes U.S. House of Representative	i, the gross dilinda.	
If employee is a civil service discountry office.	1	
Committee Employee, complete appropriate item below.		
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		Was Authority—H. Rot Of Co
2 C Special (Investigative staff of Standing Committee	e) or Select Comm	nittee: Authority—H. ResotCo
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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:

	Effective Date
Jane L. Downey	March 1, 1978
Employee Social Security Number	Type of Action
454-52-5820	☐ 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 endiclose of business
type of action is an Appointment, Salary Adjustment, or Title Chan	ge, complete appropriate information below.)
Position Title	Gross Annual Salary*
Researcher	\$18,000
f employee is a civil service annuitant (includes U.S. House of Representatives), the gra is the salary received from the employing office.	oss annual salary shown should include the annuity received by the empl
Committee Employee, complete appropriate item below.)	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession	al color and a second
2. Dispecial (Investigative staff of Standing Committee) or Se	lect Committee: Authority—H. Res. 329 of 325 Congre
3. Joint Committee.	
	Step
Employee of an Officer of the House, complete item below.) Position Number	
Employee of an Officer of the House, complete item below.) Position Number	
Employee of an Officer of the House, complete item below.) Position Number	
Employee of an Officer of the House, complete item below.) Position Number	
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Position Number	(Signature of Authorizing Official) IS STOKES (Type or print name of Authorizing Official) (Title—If Member, District and State) er, the House Classification Act and for Committee en nmittee on the Budget, and the Joint Committees, mu

Copy for Initiating Office or Committee

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) 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:

	Effective Date	
Jane L. Downey	December 30, 1977	
Employee Social Security Number	Type of Action	
454±52±5820	☐ Salary Adjustment ☐ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and close of business	
Employing Office or Committee/Subcommittee		
Assassinations		
f type of action is an Appointment, Salary Adjustment, or Title Cha	nge, complete appropriate information below.)	
Position Title	Gross Annual Salary*	
Secretary	\$15,000	
If employee is a civil service annuitant (includes U.S. House of Representatives), the glus the salary received from the employing office. f Committee Employee, complete appropriate item below.) 1. Standing Committee: Staff— Clerical or Profession 2. Special (Investigative staff of Standing Committee) or Standing Committee. 3. Joint Committee. f Employee of an Officer of the House, complete item below.)	nal.	
Position NumberIf applicable, Level	6 -	
certify that this authorization is not in violation	of 5 U.S.C. 3110(b), prohibiting the employment	
l certify that this authorization is not in violation	of 5 U.S.C. 3110(b), prohibiting the employment	
l certify that this authorization is not in violation elatives. December 29 19 77 Louis	of 5 U.S.C. 3110(b), prohibiting the employment	
elatives. December 29 19 77 Louis oppropriate, signature of Subcommittee Chairman or Ranking Minority Member)	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) s Stokes	
Louis latives. December 29 19 77 Louis appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) Stakes (Type or print name of Authorizing Official) [Title—If Member, District and State] der the House Classification Act and for Committee en	
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Leafing that this authorization is not in violation elatives. ate December 29 19 77 Louis appropriate, signature of Subcommittee Chairman or Ranking Minarity Member) Chair appropriate, signature of Subcommittee Chairman or Ranking Minarity Member) Chair appropriate, signature of Subcommittee Chairman or Ranking Minarity Member) All appointments and salary adjustments for employees undoyees, except those of the Committee on Appropriations, the Comparison of the Committee on House Administration. APPROVED:	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) S Stokes (Type or print name of Authorizing Official) (Title—If Member, District and State) der the House Classification Act and for Committee en emmittee on the Budget, and the Joint Committees, mu Chairman, Committee on House Administration	
Leafives. ate December 29 19 77 Leafi appropriate, signature of Subcommittee Chairman or Ranking Minority Member) Chai (Type or print name and title of above official) All appointments and salary adjustments for employees undoyees, except those of the Committee on Appropriations, the Committee on House Administration. APPROVED:	of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) S Stokes (Type or print name of Authorizing Official) (Title—If Member, District and State) der the House Classification Act and for Committee elemmittee on the Budget, and the Joint Committees, military and Chairman, Committee on House Administration ID Benefits	

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:

brother-in-law father nephew sister-in-law niece mother stepfather husband son wife stepmother daughter brother father-in-law stepbrother mother-in-law stepsister sister half-brother uncle son-in-law daughter-in-law half-sister aunt 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 (Please specify.)	Congress) Member of Congress.

Signature of Employee

12-30-77 Date

Date

MEMORANDUM

TO: Thomas Howarth, Budget Officer

Elizabeth Berning, Chief Clerk

FROM: I. Charles Mathews, Special Counsel of C. M

DATE: December 21, 1977

RE: Ms. Jane Downey

This memorandum is to advise you that Ms. Jane L. Downey has accepted the position of Secretary with the John F. Kennedy Task Force. Her starting date will be December 28, 1977, and her starting salary will be \$15,000.00.

Your cooperation will be greatly appreciated in familiarizing Ms. Downey with staff procedures and welcoming her aboard.

ICM: jl