Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER : 180-10060-10492

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: 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:

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.

hereby authorize the following payroll action:	
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Employee Name (First-Middle-Last)	Effective Date
Elizabeth M. Norris	November 30, 1978
Employee Social Security Number	Type of Action
237-90-5178	☐ Appointment ☐ Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change
	▼ Termination (At close of business on effective date)
Assassinations	☐ Leave without pay (Beginning with effective date above and end
	close of businessSpecify Date
type of action is an Appointment, Salary Adjustment, or T	itle Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
employee is a civil service annuitant fincludes 11 S. House of Panagantain	ves), the gross annual salary shown should include the annuity received by the emp
the salary received from the employing office.	ves), the gross annual salary snown should include the annuity received by the emp
Committee Employee, complete appropriate item belov	w.)
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•	rofessional.
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 2. I Special (Investigative staff of Standing Committee) 3. □ Joint Committee. 	Professional. Pree) or Select Committee: Authority—H. Res <u>.956</u> _of <u>95th</u> Congr
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2. Special (Investigative staff of Standing Committee) 3. Joint Committee. Employee of an Officer of the House, complete item be Position Number	Professional. Ree) or Select Committee: Authority—H. Res. 956 of 95th Congression. elow.) Level Step Clation of 5 U.S.C. 3110(b), prohibiting the employment LOUIS STOKES (Type or print name of Authorizing Official) Chairman (Title-If Member, District and State)
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U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

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

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

NW 88326

Docld:32239500 Page 3

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		
Elizabeth M. Norris	Oc tober 1, 1978		
Employee Social Security Number	Type of Action		
237-90-5178	Appointment		
Employing Office or Committee/Subcommittee	Salary Adjustment ☐ Title Change		
Assassinations	☐ 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	e 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 Representatives plus the salary received from the employing office.), the gross annual salary shown should include the annuity received by the employ		
If Committee Employee, complete appropriate item below.)			
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof	fessional .		
$oldsymbol{\cdot}$) or Select Committee: Authority—H. Res. 956 95th Congress		
openia (investigative stati of ordinating Committee	of Select Committee: Authority—n. ResofCongress		
3. Deloint Committee			
3. Joint Committee.			
	ow.)		
If Employee of an Officer of the House, complete item belo Position NumberIf applicable, Lev I certify that this authorization is not in viola			
If Employee of an Officer of the House, complete item belowers in Number If applicable, Level I certify that this authorization is not in violatelatives.	velStep		
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If Employee of an Officer of the House, complete item below Position Number	tion of 5 U.S.C. 3110(b), prohibiting the employment o		
If Employee of an Officer of the House, complete item belowers and salary adjustments for employee ployees, except those of the Committee on Appropriations, the	relStep tion of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State)		
Position Number	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) es under the House Classification Act and for Committee emne Committee on the Budget, and the Joint Committees, must		
Position Number	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) es under the House Classification Act and for Committee emne Committee on the Budget, and the Joint Committees, must		
Position Number	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State) es under the House Classification Act and for Committee emme Committee on the Budget, and the Joint Committees, must		
Position Number	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State) es under the House Classification Act and for Committee emme Committee on the Budget, and the Joint Committees, must Chairman, Committee on House Administration		
Position Number	tion of 5 U.S.C. 3110(b), prohibiting the employment of 5 U.S.C. 3110(b), proh		

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	e-Last)		Effective Date
	Elizabeth M. Brown			cember 1, 1977
	Employee Social Security Nu	ımber		Type of Action
	237-90-5178		☐ Appoir	
	Employing Office or Committee/Su	ıbcommittee		Adjustment hange
	Assassinations		☐ Leave	ation (At close of business on effective date) without pay (Beginning with effective date above and endi of business
(If type	e of action is an Appointment, Salary A	djustment, or Title	e Change, compl	ete appropriate information below.)
	Position Title	e	;	Gross Annual Salary*
	Staff Assistant		,	\$15,000
* If emp	loyee is a civil service annuitant (includes U.S. Horsalary received from the employing office.	use of Representatives)), the gross annual sa	lary shown should include the annuity received by the emplo
If Con	nmittee Employee, complete appropri	iate item below.)	·	
	1. Standing Committee: Staff— Output Outpu	Clerical or □ Prof	fessional.	
	_			nittee: Authority—H. Res. 65 of 65 Congre
	2. In a second still a	mania Committee	For Select Comm	littee: Authority—H Kes " ot " "Congre
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	3. Joint Committee.	mplete item belo	ow.)	
(If Emp	3. Joint Committee. Ployee of an Officer of the House, co Position Number	mplete item belc f applicable, Lev	ow.) velSte _l	
(If Emp	3. Joint Committee. Ployee of an Officer of the House, co Position Number	mplete item belc f applicable, Lev	ow.) velSte _l	p
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(If Empredative Date	3. Joint Committee. Ployee of an Officer of the House, co Position Number	mplete item below f applicable, Levo is not in violate and in violate and in violate and in violate and items for employee appropriations, the second	tion of 5 U.S. Louis Stoke Chairman es under the Hone 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 em
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PAYROLL AUTHORIZATION FORM

(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:

Employee Name (First-Middle-Last)		Effective Date	
Elizabeth M. Brown		September 27, 1977	
Employee Social Security Number		Type of Action	
237 90 5178	App c	pintment	
Employing Office or Committee		ry Adjustment	
Assassinations		☐ Termination (At close of business on effective date)	
(If type of action is an Appointment or Salary Adjustment, comple	ete the fol	llowing information.)	
Position Title		Gross Annual Salary	
Staff Assistant		\$13,000	
(If Committee Employee, complete appropriate item below.)			
1. Standing Committee: Staff—Clerical or Professi	onal.		
2. Special or Select Committee: Authority—H. Res. 465	of_ <u>95</u>	Congress.	
3. Joint Committee.			
(If Employee of an Officer of the House, complete item below.)	p+ 3		
Position NumberIf applicable, Level	Ste	P	
I certify that this authorization is not in violation relatives.	of 5 U.S	.C. 3110(b), prohibiting the employment of	
DateSeptember 27		(Signature of Authorizing Official)	
Loui	s Stoke	•	
0h = 2	200000	(Type or print name of Authorizing Official)	
<u>Chai</u>	THE T	(Title – If Member, District and State)	
		~	
All appointments and salary adjustments for employees und ployees, except those of the Committee on Appropriations, the Corbe approved by the Committee on House Administration.	nmittee o	n the Budget, and the Joint Committees; must	
APPROVED:	 Cho	airman, Committee on House Administration	
Office of Finance use only:			
Office Code			
Monthly Annuity \$00			

Copy for Initiating Office or Committee

To: G. Robert Blakey
From: Tom Howarth
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.

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	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.

Elyabeth M. Brown Signature of Employee

9-27-77 Date