

Assassination Records Review Board

Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10472
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 10

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: 7

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

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10472

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 11/15/76
PAGES : 11

SUBJECTS :
HSCA, ADMINISTRATION
LOCKE, RALPH

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

LOCKE, Ralph
Name of Employee

Address

Address

Phone Number

Position Title

Position Number

Level

Step

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
PERSONAL LEAVE RECORD

1978
YEAR

BALANCE BROUGHT
FORWARD FROM
PRECEDING YEAR

| Annual Leave | Sick Leave |
|-----------------|---------------|
| 10 | 13 |

DATE OF APPOINTMENT

11-15-76

ANNUAL LEAVE
CATEGORY

1.0 ☐

1.5 ☐

2.0 ☐

PRIOR FEDERAL SERVICE

..... Years Months

| Month | DAY OF MONTH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Annual Leave | Sick Leave | Annual Leave | Sick Leave | Annual Leave | Sick Leave | Annual Leave | Sick Leave | INITIALS | |
|-------|--------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|----------|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | |
| Jan. | | | | | | | | | | | | | | | | | | | | | | | A | | | | | | | | | 1 | 1 | | | | | 11 | 14 | | |
| Feb. | | | | | | X | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | 1 | 1 | 12 | 15 | 5 | | 7 | 15 | | |
| Mar. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | 1 | | | | | 8 | 16 | | |
| Apr. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | 1 | | | | | 9 | 17 | | |
| May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | 1 | | | | | 10 | 18 | | |
| June | X | X | | | | X | X | X | X | | | | | | | | | | | | | | | | | | | | | | | 1 | 1 | 11 | 19 | 6 | | 5 | 19 | | |
| July | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | | X | 1 | 1 | 6 | 20 | 6 | | 0 | 20 | | |
| Aug. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sept. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- ☐ = 0.5 day annual leave
☐ = 1.0 day annual leave
☐ = 0.5 day sick leave
☐ S or ☐ S = 1.0 day sick leave
☐ A or ☐ A = 0.5 day administrative leave
☐ A or ☐ A = 1.0 day administrative leave
☐ U or ☐ U = 0.5 day unauthorized absence
☐ U or ☐ U = 1.0 day unauthorized absence
☐ = 0.5 day leave without pay
☐ = 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature
(If employee refuses to sign, state reason below.)

Date

Chief's Signature

Date

Approved:

Clerk of the House

Date

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I

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 |
| Ralph C. Locke | 7/31/78 |
| Employee Social Security Number | Type of Action |
| 017-36-1972 | <input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Termination (At close of business on effective date) <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 July 7, 1978

LOUIS STOKES, CHAIRMAN

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

(Type or print name of Authorizing Official)

(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 _____ |

Copy for Initiating Office or Committee

(Revised: August 1, 1977)

