

# Assassination Records Review Board

## Final Determination Notification

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AGENCY : HSCA  
RECORD NUMBER : 180-10060-10490  
RECORD SERIES : STAFF PAYROLL RECORDS  
AGENCY FILE NUMBER :

Released under the John F.  
Kennedy Assassination  
Records Collection Act of  
1992 (44 USC 2107 Note).  
Case#:NW 68261 Date:  
09-01-2022

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**December 8, 1995**

**Status of Document:** Postponed in Part

**Number of releases of previously postponed information:** 13

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

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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

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**Board Review Completed:** 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

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AGENCY INFORMATION

AGENCY : HSCA  
RECORD NUMBER : 180-10060-10490

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 12/27/76  
PAGES : 13

SUBJECTS :  
HSCA, ADMINISTRATION  
MORTON, RITA

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

OPENING CRITERIA :

COMMENTS :  
Box 2.

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[R] - ITEM IS RESTRICTED

June 16, 1977

Mrs. Rita L. Morton  
5056 Silver Hill Court  
Apt. 202  
Suitland, Maryland 20028

Dear Rita:

I want you to know how much the Committee  
and I appreciate your service and how much we  
regret that you will no longer be a member of  
the staff.

You have our best wishes always.

Sincerely yours,

Louis Stokes  
Chairman

LS:tle

LOUIS STOKES, OHIO, CHAIRMAN

RICHARDSON PREYER, N.C.  
WALTER E. FAUNTROY, D.C.  
YVONNE BRATHWAITE BURKE, CALIF.  
CHRISTOPHER J. DODD, CONN.  
HAROLD E. FORD, TENN.  
FLOYD J. FITHIAN, IND.  
ROBERT W. EDGAR, PA.

SAMUEL L. DEVINE, OHIO  
JOHN B. ANDERSON, ILL.  
STEWART B. MCKINNEY, CONN.  
CHARLES THONE, NEBR.

## Select Committee on Assassinations

U.S. House of Representatives

3342 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

(202) 225-4624

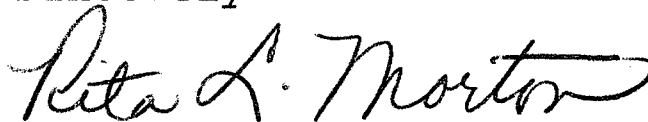
April 25, 1977

Mr. Alvin B. Lewis, Jr.  
Acting Chief Counsel and Staff Director  
Select Committee on Assassinations  
Washington, D. C. 20515

Dear Mr. Lewis:

This letter is to inform you of my resignation from the Select Committee on Assassinations effective April 30, 1977.

Sincerely



Rita L. Morton

cc: Robert K. Tanenbaum, JFK Task Force

**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:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Rita LaVerne Morton	4/30/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input type="checkbox"/> Salary Adjustment
Assassinations	<input checked="" type="checkbox"/> Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 465 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 May 2, 19 77

(Signature of Authorizing Official)

Louis Stokes

(Type or print name of Authorizing Official)

Chairman

(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:

Office Code \_\_\_\_\_

Monthly Annuity \$ \_\_\_\_\_ .00

Copy for Initiating Office or Committee

Becky

April 27, 1977

Mrs. Rita L. Morton  
Select Committee on Assassinations  
House of Representatives  
Washington, D.C. 20515

Dear Rita:

As I told you personally, I was very disappointed to receive your letter of resignation, but I understand your reasons.

I enjoyed working with you and compliment you on the excellent job you did for the Committee. I trust you will stop and visit us when you are in the vicinity.

With all best wishes for your future,

Sincerely,

Alvin B. Lewis, Jr.  
Acting Chief Counsel and Director

ABL:elb

**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:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Rita L. Morton	4/1/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input checked="" type="checkbox"/> Salary Adjustment
Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>
	\$26,000

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 465 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 April 29, 19 77

(Signature of Authorizing Official)

Louis Stokes

(Type or print name of Authorizing Official)

Chairman

(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:

Office Code \_\_\_\_\_

Monthly Annuity \$ \_\_\_\_\_ .00

**Copy for Initiating Office or Committee**

TO WHOM IT MAY CONCERN

Please consider this verification that  
Rita LaVerne Morton began employment, permanent  
full-time status, with the House of Representatives  
Select Committee on Assassinations December 27,  
1976, and is so currently employed.

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Rebecca Wheeler Martin  
Chief Clerk

February 8, 1977



**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:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Rita L. Morton	1/3/77
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input checked="" type="checkbox"/> Salary Adjustment
Select Committee on Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>
	\$10,000.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 11 of 95 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 \_\_\_\_\_, 19 77

(Signature of Authorizing Official)

Henry B. Gonzalez

(Type or print name of Authorizing Official)

Chairman

(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:

Office Code \_\_\_\_\_

Monthly Annuity \$ \_\_\_\_\_ .00

**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:

<b>Employee Name (First-Middle-Last)</b>	<b>Effective Date</b>
Rita L. Morton	12/27/76
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input type="checkbox"/> Appointment
<b>Employing Office or Committee</b>	<input type="checkbox"/> Salary Adjustment
Select Committee on Assassinations	<input type="checkbox"/> Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

<b>Position Title</b>	<b>Gross Annual Salary</b>
Secretary	\$14,000

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th 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 December 15, 1976

(Signature of Authorizing Official)

Thomas M. Downing, Chairman

(Type or print name of Authorizing Official)

Select Committee on Assassinations

(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:

Office Code \_\_\_\_\_

Monthly Annuity \$ \_\_\_\_\_ .00

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: All Staff Employees  
FROM: Budget Officer  
DATE: January 3, 1977  
RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

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

All staff employees are requested to complete this form and return it to the Budget officer.

Approved  
Richard A. Sprague

I am not related to any Member of Congress  
I am related by the following relationship \_\_\_\_\_

Rita Marton  
Signature of Employee

1/10/77  
Date

RESUME

SEC

MK 10-6 ✓

Rita LaVerne Morton  
5056 Silver Hill Court  
Apt. 202  
Suitland, Maryland 20028  
736-5834  
Office - 225-1776

Date of Birth: 8/3/48  
Place of Birth: Washington, D.C.

EDUCATION

Calvin Coolidge High School - Graduated, June 1966  
Strayer Business College - Business Course, February 1967

EMPLOYMENT

Secretary/Staff Assistant - U.S. Congress, Joint Committee on Arrangements for Commemoration of the Bicentennial, Chaired by Congresswoman Lindy (Mrs. Hale) Boggs - March 1976 -

Responsibilities: Typing of Committee reports and final copy for a variety of Committee publications. Worked closely with Members of Congress and Staff Director in coordinating Committee informational services and special events. Assisted in planning Committee meetings and development of minutes. Operated all office equipment including Gestner, Mag Card II, xerox and teletype. Special skills include shorthand/Dictaphone.

Executive Secretary to Executive Director - Health Manpower Development Corporation - October 1974 to September 1975

Responsibilities: Typing of all correspondence for the Executive Director, scheduled daily appointments, conferences, and travel itinerary. Also responsible for production typing on the Sperry/Remington Word Processing Machine.

Administrative Assistant to Project Director, Poly Drug Abuse Project, National Medical Association, Inc. - May to August 1974

Responsibilities: Typing of all documents, handled all administrative tasks and attended regular project meetings.

RESUME

Rita L. Morton

Page Two

Office Manager/Administrative Assistant - Advisory and Learning Exchange - January 1972 to March 1973

Responsibilities: Included typing of monthly calendar of workshops and seminars, scheduled meetings for large groups, responsible for all staff requests, and complete management of a small non-profit educational organization.

Secretary - Urban Institute - November 1968 to January 1972

Responsibilities: Typed drafts and final reports for three project directors on research staff and other secretarial duties.

Secretary/Administrative Assistant - Urban America, Inc. - June 1967 - November 1968

Responsibilities: Typed all reports for Assistant Directors on Housing Staff, scheduled conferences, and travel itinerary. Promoted to Administrative Assistant with control over secretarial staff.

TEMPORARY EMPLOYMENT

Kelly Services, Inc., Washington, D. C., 1973-1975

Tele Sec, Inc., Washington, D. C., 1975-1976

Institute for Services to Education, 2001 S Street, N.W., Washington, D. C., 1974-1976

REFERENCES

Wallace O. Green  
Staff Director  
Joint Committee on the Bicentennial  
U. S. Congress  
Washington, D.C. 20515  
225-1776

Ms. Bea Smith  
Institute for Services  
to Education  
2001 S Street, N. W.  
Washington, D. C. 20009  
232-9000

Mrs. Karen Butler  
Health Manpower Development Corporation  
1990 M Street, N. W.  
Washington, D. C. 20036  
872-1355

Select Committee on Assassinations

U.S. House of Representatives

WASHINGTON, D.C. 20515

December 10, 1976

To: Mr. Sprague

From: Sue

Re: Rita Morton

Mr. Gay has interviewed Rita and recommends her.

Joan Thornell, who worked with us on the Joint

Committee as a consultant for one of our

Bicentennial projects, also recommends Rita.

I would recommend her to be a Typist/Secretary  
for her skills are excellent.

*Did -*

*Presently @ \$11,500*

*Last day would be 12/20  
at her present job.*

*Recommended - AR*

U.S. HOUSE OF REPRESENTATIVES  
COMMITTEE ON BANKING, CURRENCY AND HOUSING

MEMORANDUM

November 30, 1976

DEC 1 1976

Dear Donovan,

Attached is the resume of a Ms. Rita L. Morton who presently is Secretary/Staff Assistant to the Joint Committee on Arrangements for Commemoration of the Bicentennial.

I highly recommend her for a secretarial position and would appreciate any consideration you may give her.

If you have any questions, don't hesitate to call me.

Thanks,

*Tommy Goines*

RESUME

*Interviewed by 12/6/76  
Typist*

Rita LaVerne Morton  
5056 Silver Hill Court  
Apt. 202  
Suitland, Maryland 20028  
736-5834

Date of Birth: 8/3/48  
Place of Birth: Washington, D.C.

*Re: Thorne*

EDUCATION

Calvin Coolidge High School - Graduated, June 1966  
Strayer Business College - Business Course, February 1967

EMPLOYMENT

Secretary/Staff Assistant - U.S. Congress, Joint Committee on Arrangements for Commemoration of the Bicentennial, Chaired by Congresswoman Lindy (Mrs. Hale) Boggs - March 1976 -

Responsibilities: Typing of Committee reports and final copy for a variety of Committee publications. Worked closely with Members of Congress and Staff Director in coordinating Committee informational services and special events. Assisted in planning Committee meetings and development of minutes. Operated all office equipment including Gestner, Mag Card II, xerox and teletype. Special skills include shorthand/Dictaphone.

Executive Secretary to Executive Director - Health Manpower Development Corporation - October 1974 to September 1975

Responsibilities: Typing of all correspondence for the Executive Director, scheduled daily appointments, conferences, and travel itinerary. Also responsible for production typing on the Sperry/Remington Word Processing Machine.

Administrative Assistant to Project Director, Poly Drug Abuse Project, National Medical Association, Inc. - May to August 1974

Responsibilities: Typing of all documents, handled all administrative tasks and attended regular project meetings.



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Rita L. Morton

Page Two

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Exchange - January 1972 to March 1973

Responsibilities: Included typing of monthly calendar  
of workshops and seminars, scheduled meetings for  
large groups, responsible for all staff requests, and  
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organization.

Secretary - Urban Institute - November 1968 to January 1972

Responsibilities: Typed drafts and final reports for  
three project directors on research staff and other  
secretarial duties.

Secretary/Administrative Assistant - Urban America, Inc. -  
June 1967 - November 1968

Responsibilities: Typed all reports for Assistant  
Directors on Housing Staff, scheduled conferences,  
and travel itinerary. Promoted to Administrative  
Assistant with control over secretarial staff.

TEMPORARY EMPLOYMENT

Kelly Services, Inc., Washington, D. C., 1973-1975  
Tele Sec, Inc., Washington, D. C., 1975-1976  
Institute for Services to Education, 2001 S Street, N.W.,  
Washington, D. C., 1974-1976

REFERENCES

Wallace O. Green  
Staff Director  
Joint Committee on the Bicentennial  
U. S. Congress  
Washington, D.C. 20515  
225-1776

Ms. Bea Smith  
Institute for Services  
to Education  
2001 S Street, N. W.  
Washington, D. C. 20009  
232-9000

Mrs. Karen Butler  
Health Manpower Development Corporation  
1990 M Street, N. W.  
Washington, D. C. 20036  
872-1355