Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER: 180-10060-10492

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: D9-01-2022

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

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.

Employing Office or Committee/Subcommittee	Gross Annual Salary* nnual salary shown should include the annuity received by the employe
Employee Name (First-Middle-Last) Elizabeth M. Norris Employee Social Security Number Deficial Social Security Number Deficial Social Security Number Deficial Social Security Number Deficial Social Security Number Deficial Social Security Number Deficial Social Security Number Deficial Social Security Number Deficial Secur	Type of Action Appointment Salary Adjustment Title Change Termination (At close of business on effective date) Leave without pay (Beginning with effective date above and ending close of business) Specify Date Complete appropriate information below.) Gross Annual Salary*
Employee Social Security Number Security Number	Type of Action Appointment Salary Adjustment Title Change Termination (At close of business on effective date) Leave without pay (Beginning with effective date above and ending close of business) Specify Date Complete appropriate information below.) Gross Annual Salary*
Employee Social Security Number Security Number	Type of Action Appointment Salary Adjustment Title Change Termination (At close of business on effective date) Leave without pay (Beginning with effective date above and ending close of business
Employing Office or Committee/Subcommittee ASSESSINATIONS If type of action is an Appointment, Salary Adjustment, or Title Change, Position Title If employee is a civil service annuitant (includes U.S. House of Representatives), the gross a us the salary received from the employing office. Committee Employee, complete appropriate item below.) 1. □ Standing Committee: Staff—□ Clerical or □ Professional. 2. ३□ Special (Investigative staff of Standing Committee) or Select	Appointment Salary Adjustment Title Change Termination (At close of business on effective date) Leave without pay (Beginning with effective date above and ending close of business
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It is the salary received from the employing office. f Committee Employee, complete appropriate item below.) 1. Standing Committee: Staff— Clerical or Professional. 2. Special (Investigative staff of Standing Committee) or Select	
f Employee of an Officer of the House, complete item below.) Position Number	
Date_December 11 , 19 ⁷⁸	(Signature of Authorizing Official) LOUIS STOKES
f appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	(Type or print name of Authorizing Official) Chairman
(Type or print name and title of above official)	(Title - If Member, District and State)
All appointments and salary adjustments for employees under to loyees, except those of the Committee on Appropriations, the Committee approved by the Committee on House Administration. APPROVED:	
Office of Finance use only:	
Office Code	ID Benefits
Monthly Annuity \$00 as of	Payroll

NW 68261 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					
JFK Act 5 (g)(2)(D)	☐ Appointment ☐ Salary Adjustment					
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 ending close of business					
(If 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 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 ☐ Profe	essional.					
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2. 🖹 Special (Investigative staff of Standing Committee)	or Select Committee: Authority—H. Per 770 of 75th Committee					
	or Select Committee: Authority—H. Res.——of——Congress					
2. Special (Investigative staff of Standing Committee)3. Joint Committee.	or Select Committee: Authority—H. ResofCongress					
3. Joint Committee.	w.)					
3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	w.) el Step					
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3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	w.) Step ion of 5 U.S.C. 3110(b), prohibiting the employment o					
3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	w.) olStep ion of 5 U.S.C. 3110(b), prohibiting the employment o					
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3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	w.) Step ion of 5 U.S.C. 3110(b), prohibiting the employment o (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State)					
3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) s under the House Classification Act and for Committee emer Committee on the Budget, and the Joint Committees, must					
3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	Step ion 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) s under the House Classification Act and for Committee emer Committee on the Budget, and the Joint Committees, must					
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3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	w.) Step ion 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) s under the House Classification Act and for Committee eme Committee on the Budget, and the Joint Committees, must Chairman, Committee on House Administration					
3. Joint Committee. (If Employee of an Officer of the House, complete item below Position Number	w.) Step Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) s under the House Classification Act and for Committee eme Committee on the Budget, and the Joint Committees, must Chairman, Committee on House Administration ID Benefits					

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

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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.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (Fire	st-Middle-Last)		Effective Date					
Elizabeth M. Brown	Na -	December 1, 1977						
Employee Social Sec	curity Number		Type of Action					
JFK Act 5 (g)(2)(D)			□ Appointment Salary Adjustment □ Title Change					
Employing Office or Comm	nittaa/Cuhcammittaa							
Assassinations		☐ Termino	ntion (At close of business on effective date) without pay (Beginning with effective date above and of business					
If type of action is an Appointment, S	Salary Adjustment, or Title Ch	ange, comple	te appropriate information below.)					
Posit	tion Title		Gross Annual Salary*					
Staff Assistant			\$15,000					
* If employee is a civil service annuitant (include plus the salary received from the employing off		gross annual sal	ary shown should include the annuity received by the e					
If Committee Employee, complete a	ppropriate item below.)							
1. Standing Committee: Sta	aff—□ Clerical or □ Profession	onal.						
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2. Special (Investigative star	tt ot Standing Committee) or :	Select Comm	ittee: Authority—H Res *** of ******Con					
3. Joint Committee.		Select Comm	ittee: Authority—H. ResofCon					
3. ☐ Joint Committee.	ouse, complete item below.)	· · · · · · · · · · · · · · · · · · ·						
3. Joint Committee. If Employee of an Officer of the Ho Position Number I certify that this authorize	ouse, complete item below.)If applicable, Level	Step						
3. Joint Committee. If Employee of an Officer of the Ho Position Number I certify that this authorize relatives.	ouse, complete item below.)If applicable, Level ration is not in violation	Step)					
3. Joint Committee. If Employee of an Officer of the Ho Position Number I certify that this authorize relatives.	ouse, complete item below.)If applicable, Level	Step	C. 3110(b), prohibiting the employme					
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Copy for Initiating Office or Committee

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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. Brown	September 27, 1977					
Employee Social Security Number		Type of Action				
JFK Act 5 (g)(2)(D)	Appo	intment				
Employing Office or Committee	☐ Salary Adjustment					
Assassinations	☐ Termi	ination (At close of business on effective date)				
(If type of action is an Appointment or Salary Adjustment, comple	te the fol	lowing 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.)	et V					
Position NumberIf applicable, Level	Ste _l	ρ				
l certify that this authorization is not in violation crelatives.	of 5 U.S.	.C. 3110(b), prohibiting the employment o				
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DateSeptember 27		The state of the s				
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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.	er the Ho	(Type or print name of Authorizing Official) (Title-If Member, District and State) Fuse Classification Act and for Committee em- n the Budget, and the Joint Committees, must				

Copy for Initiating Office or Committee, and the same and street and same and street and same and same

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

ALL STAFF TO:

Payroll Certification RE:

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

1f-brother lf-sister

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel If this status changes, you must notify the Committee's Budget Office immediately of the change.

X	I	am	not	rela	ited	to any	y cl	ırrent	(95th (Cong	gress)	Memb	er of	Cong	gress	
				ated speci			ent	(95th	Congres	ss)	Member	of	Congr	ess.		