

# Assassination Records Review Board

## Final Determination Notification

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AGENCY : HSCA  
RECORD NUMBER : 180-10070-10158  
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: 4**

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: 2**

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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 : 180-10070-10158

RECORDS SERIES :  
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :  
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DOCUMENT INFORMATION

ORIGINATOR : HSCA  
FROM :  
TO :

TITLE :

DATE : 03/13/78  
PAGES : 4

SUBJECTS :  
HSCA; ADMINISTRATION  
SMITH, CONSTANCE

DOCUMENT TYPE : PRINTED FORM  
CLASSIFICATION : U  
RESTRICTIONS : 3  
CURRENT STATUS : P  
DATE OF LAST REVIEW : 07/16/93

OPENING CRITERIA :

COMMENTS :  
Box 3.

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[R] - ITEM IS RESTRICTED

# 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
Constance Smith	12/31/78
Employee Social Security Number	Type of Action
JFK Act 5 (g) (2) (D)	<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 January 2, 1979

(Signature of Authorizing Official)  
LOUIS STOKES

(If 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 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 _____

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

**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>
Constance Smith	March 13, 1978
<b>Employee Social Security Number</b>	<b>Type of Action</b>
JFK Act 5 (g) (2) (D)	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input 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 _____) Specify Date _____
<b>Employing Office or Committee/Subcommittee</b>	
Assassinations	

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

<b>Position Title</b>	<b>Gross Annual Salary*</b>
Secretary	13,500.00

\* 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. 879 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 March 13, 19 78

(Signature of Authorizing Official)

LOUIS STOKES

(Type or print name of Authorizing Official)

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

CHAIRMAN

(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 _____

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: Thomas Howarth, Budget Officer  
FROM: I. Charles Mathews, Special Counsel *ICM.*  
DATE: March 1, 1978  
RE: Ms. Constance (Connie) Smith

Please be advised that effective Monday, March 13, 1978, Ms. Constance Smith has accepted the position of Secretary with the John F. Kennedy Task Force. Her effective starting salary will be \$13,500.00

ICM:j

**Certificate of Relationship/Nonrelationship to  
Any Current Member of Congress**

Date March 13, 1978

To: Select Committee on Assassinations  
(Employing Authority)

☒ I certify that I do not have any of the following relationships to any current Member of Congress.

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  
stepson  
stepdaughter  
stepbrother  
stepsister  
half-brother  
half-sister

☐ I certify that I am the \_\_\_\_\_ of the  
(Relationship)

Honorable \_\_\_\_\_  
(Name of Member to whom related)

Constance C. Smith  
(Employee)

GPO 16-78695-3