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:

TO:

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.

(Please Use Typewriter Or Ballpoint Pen) Washington, I		(Any erasures, corrections, or change 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	Now	ember 30, 1978
Employee Social Security Number	Type of Action	
237-90-5178	☐ Appointment ☐ Salary Adjustment ☐ Title Change	
Employing Office or Committee/Subcommittee		
Assassinations	☐ Leave witho	(At close of business on effective date) ut pay (Beginning with effective date above and ending usiness
f type of action is an Appointment, Salary Adjustment, or Title C	Change, complete d	appropriate information below.)
Position Title		Gross Annual Salary*
f Committee Employee, complete appropriate item below.) 1. □ Standing Committee: Staff—□ Clerical or □ Profess 2. □ Special (Investigative staff of Standing Committee) of 3. □ Joint Committee. If Employee of an Officer of the House, complete item below. Position Number	r Select Committee Step n of 5 U.S.C.	
(Type or print name and title of above official)		
·		Chairman (Title - If Member, District and State)
•••	under the House Committee on th	Chairman (Title-If Member, District and State) Classification Act and for Committee em-
loyees, except those of the Committee on Appropriations, the e approved by the Committee on House Administration. APPROVED:	under the House Committee on th	Chairman (Title-If Member, District and State) Classification Act and for Committee eme Budget, and the Joint Committees, must
loyees, except those of the Committee on Appropriations, the e approved by the Committee on House Administration.	under the House Committee on th	Chairman (Title-If Member, District and State) Classification Act and for Committee eme Budget, and the Joint Committees, must

NW 88326

Docld:32239500 Page 3

PAYROLL AUTHORIZATION FORM

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 ☐ Salary Adjustment
Employing Office or Committee/Subcommitte	@@ □ 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 Adjustmer	nt, 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 Repr plus the salary received from the employing office.	resentatives), the gross annual salary shown should include the annuity received by the employ
If Committee Employee, complete appropriate iten	n helow)
miscommisco Emproyee, complete appropriate frem	in below.j
1. ☐ Standing Committee: Staff—☐ Clerical o	or 🗆 Professional.
2. Special (Investigative staff of Standing C	Committee) or Select Committee: Authority—H. Res. 956 95th Congres
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,	Committee, or ociect Committee: Authority—11. ResorCongres
3. ☐ Joint Committee.	Committee, or ociect Committee. Authority—11. ResofCongres
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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 (Fi	rst-Middle-Last)		Effective Date	<u></u>
Elizabeth M. Brown	Na in the second of the second	120 (cerber 1, 1977	
Employee Social Se	curity Number		Type of Action	
237-90-5178		☐ Appoin	tment	
	(A. 1		Adjustment	•
Employing Office or Com	mittee/Subcommittee	☐ Title Cl		
Assassinations		☐ Leave \	ation (At close of business on effective date) without pay (Beginning with effective date above of business Specify Date	and ending
(If type of action is an Appointment,	Salary Adjustment, or Title Ch	ange, comple	ete appropriate information below.)	
Pos	ition Title		Gross Annual Salary*	· · · · · · · · · · · · · · · · · · ·
Staff Assistant			\$15,000	
* If employee is a civil service annuitant (includ plus the salary received from the employing of		gross annual sa	lary shown should include the annuity received by	the employ
If Committee Employee, complete o	appropriate item below.)			
1. ☐ Standing Committee: St	aff—□ Clerical or □ Professi	ional.		
-			nittee: Authority—H. Res. 455 of 95%	h.
2. Escopedial Inivestigative sit	or ordinaling Committee, or	Select Comm	intee: Authorny—n. kesof	_Congress
2 I laint Committee				
3. ☐ Joint Committee.				
	ouse, complete item below.)			
(If Employee of an Officer of the H	,		0	
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(If Employee of an Officer of the H Position Number I certify that this authorical relatives. Date (If appropriate, signature of Subcommittee Chairman (Type or print name and title of a All appointments and salary ployees, except those of the Committee Committee Committees)	If applicable, Level_ zation is not in violation	Step of 5 U.S. Stoke alman under the Ho Committee o	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State) use Classification Act and for Committee Budget, and the Joint Committee	ittee em-
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Copy for Initiating Office or Committee

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PAYROLL AUTHORIZATION FORM

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES on 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	Ã Appo	pintment
Employing Office or Committee	☐ Salar	y Adjustment
Assassinations	☐ Term	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 Profession	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.)	r: 1	
Position Number	Ste	p
I certify that this authorization is not in violation o	of 5z:U.S	.C. 3110(b), prohibiting the employment o
relatives.		and an action and the state of
DateSeptember 27		The state of the s
Application of the state of the	: •	(Signature of Authorizing Official)
	s Stoke	(Type or print name of Authorizing Official)
Chai:	man	
		(Title—If Member, District and State)
All appointments and salary adjustments for employees under ployees, except those of the Committee on Appropriations, the Combe approved by the Committee on House Administration.	er the Ho	n the Budget, and the Joint Committees, in
APPROVED:	Cho	airman, Committee on House Administration
Office of Finance use only:		
Office Code	·	
Monthly Annuity \$00		
L		<u> </u>

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