Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10068-10320
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

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10320

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 06/22/77
PAGES : 8

SUBJECTS :
HSCA, ADMINISTRATION
BURFORD, JUDITH R.

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

OPENING CRITERIA :

COMMENTS :
Box #:1.

[R] - ITEM IS RESTRICTED

BURFORD, Judith
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

DATE OF APPOINTMENT: 6-22-77

PRIOR FEDERAL SERVICE: ..... Years ..... Months

ANNUAL LEAVE CATEGORY
1.0 ☐
1.5 ☐
2.0 ☐

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

Annual Leave	Sick Leave
2	6

Month	DAY OF MONTH																															ACCRUED THIS MONTH		AVAILABLE THIS MONTH		USED THIS MONTH		BALANCE AT CLOSE OF MONTH		EMPLOYEE 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	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	
Jan.																S																1	1	3	7		1	3	6	
Feb.																																1	1					4	7	
Mar.																																1	1					5	8	
Apr.												S																				1	1				1	6	8	
May																			X											XX		1	1	7	9	3		4	9	
June	XX																						S									1	1	5	10	2	1	3	9	
July				XXXX	X							S																				1	1	4	10	4	2	0	7	
Aug.																																								
Sept.																																								
Oct.																																								
Nov.																																								
Dec.																																								

Jermanent 7/1-/78

☒ = 0.5 day annual leave
☒ = 1.0 day annual leave
S/ = 0.5 day sick leave
S or S/S = 1.0 day sick leave
A/ = 0.5 day administrative leave
A or A/A = 1.0 day administrative leave
U/ = 0.5 day unauthorized absence
U or U/U = 1.0 day unauthorized absence
LWP = 0.5 day leave without pay
LWP = 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

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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
Judith R. Burford	7/15/78
Employee Social Security Number	**Type of Action**
414-98-4025	☐ 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
Employing Office or Committee/Subcommittee	
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.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ 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, 19 78

_____
(Signature of Authorizing Official)

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

LOUIS STOKES, CHAIRMAN
(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:

Office Code_____

Monthly Annuity $_____.00 as of _____

ID _____

Benefits _____

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:

Employee Name (First-Middle-Last)	Effective Date
Judith R. Burford	March 1, 1978
Employee Social Security Number	**Type of Action**
414-98-4025	☐ 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)
Employing Office or Committee/Subcommittee	
Assassinations	

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

Position Title	Gross Annual Salary*
Document Clerk	$14,000

* 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.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ 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 14, 19 78

_____
(Signature of Authorizing Official)

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

LOUIS STOKES
(Type or print name of Authorizing Official)

_____
(Type or print name and title of above 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 as of _____

ID _____

Benefits _____

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:

Employee Name (First-Middle-Last)	Effective Date
Judith R. Burford	8/1/77
Employee Social Security Number	**Type of Action**
414-98-4025	☐ Appointment ☑ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

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

Position Title	Gross Annual Salary
Document Clerk	12,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ 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 August 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

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
Judith R. Burford	6/22/77
Employee Social Security Number	**Type of Action**
414 98 4025	☑ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

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

Position Title	Gross Annual Salary
Document Clerk	$10,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff–☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority–H. Res. 465 of 95th Congress.
3. ☐ 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 June 28, 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

M E M O R A N D U M

June 27, 1977

TO: Tom Howarth
Budget Officer

FROM: Donovan L. Gayman
Chief Researcher

RE: Judith Burford - Document Clerk

Effective today, June 27, 1977, Ms. Judith Burford is now on board as a member of the Research/ Document Unit.

Ms. Burford has received the approval of Chairman Stokes and the authorization of Mr. Blakey.

She will be working in the capacity as Document Clerk for the King Research Team at a salary of $10,000 per annum.

BURFORD

M E M O R A N D U M

June 16, 1977

TO: Tom Lambeth
Acting Staff Director

FROM: Donovan L. Gay
Chief Researcher

RE: Judith Burford - Document Clerk

Simply to advise you that Ms. Judith Burford has been interviewed by Gerald Hamilton, Jackie Hess, Steve Fallis, Tiny Hutton, and myself for the position of Document Clerk for the Research/Document Unit-MLK Task Force.

Ms. Burford qualifies for this position and it is unanimously agreed that she come on board on Tuesday, June 21, 1977, at a salary of $10,000. Additionally, Ms. Burford comes highly recommended by Congressman Harold Ford.

Thank you for your attention to this recommendation.

mcp

OK

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M E M O R A N D U M

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.

☒ I am not related to any current (95th Congress) Member of Congress.

☐ I am related to a current (95th Congress) Member of Congress. (Please specify.) _____

_____

Judith Bumpers
Signature of Employee

June 28, 1977
Date

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