

Assassination Records Review Board

Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10068-10322
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 14

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: 5

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 : 180-10068-10322

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 11/29/76
PAGES : 17

SUBJECTS :
HSCA, ADMINISTRATION
CHARDAK, BURTON A.

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

CHARDAK, B. A. ✓

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

1977

YEAR

DATE OF APPOINTMENT

11-29-76

ANNUAL LEAVE
CATEGORY1.0 ☐1.5 ☐2.0 ☐

PRIOR FEDERAL SERVICE

Years Months

BALANCE BROUGHT
FORWARD FROM
PRECEDING YEAR

Annual Leave	Sick Leave
1	1

Position Number		Level		Step		Years		Months		2.0		ACCRUED THIS MONTH		AVAILABLE THIS MONTH		USED THIS MONTH		BALANCE AT CLOSE OF MONTH		EMPLOYEE INITIALS																												
Month	DAY OF MONTH																															Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave	Annual Leave	Sick Leave									
Jan.	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	/	/					2	2									
Feb.																																/	/							3	3							
Mar.																																/	/							4	4							
Apr.																																/	/							5	5							
May																																/	/							6	6							
June																				A											/	/	7	7	1				6	7								
July															A					XX						XXXXXX					/	/	7	8	7				0	8								
Aug.																																																
Sept.																																																
Oct.																																																
Nov.																																																
Dec.																																																
Terminated																																	7/31/77															

Terminated 7/31/77



= 0.5 day annual leave



= 1.0 day annual leave



= 0.5 day sick leave



S or = 1.0 day sick leave



= 0.5 day administrative leave



A or = 1.0 day administrative leave



= 0.5 day unauthorized absence



U or = 1.0 day unauthorized absence



= 0.5 day leave without pay



= 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

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
Burton A. Chardak	7/31/77
Employee Social Security Number	Type of Action
194 10 8264	<input type="checkbox"/> Appointment
Employing Office or Committee	<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.)

Position Title	Gross Annual Salary
Public Information Officer	

(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 August 1, 1977

(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

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
STEWART B. MCKINNEY, CONN.
CHARLES THONE, NEBR.
HAROLD S. SAWYER, MICH.

(202) 225-4624

Select Committee on Assassinations

U.S. House of Representatives

3331 HOUSE OFFICE BUILDING, ANNEX 2

WASHINGTON, D.C. 20515

To: Thomas Howarth
From: Bob Blakey *RB*
Date: July 11, 1977 *7-11-77*
Re: Terminations

The Public Information Office is being abolished, therefore, the services of Burt Chardak and Ty Roberts will no longer be needed.

Please schedule their termination for July 31, 1977 including any accumulated vacation.

Select Committee on Assassinations
U.S. House of Representatives
WASHINGTON, D.C. 20515

July 8, 1977

Finance Office
House of Representatives
Washington, D.C. 20515

To whom it may concern:

Please note changes of address for these
Committee employees:

Maurice Israel (128 20 8996)
2601 South Glebe Road, Apt. 2600-1A
Arlington, VA 22206

Burton A. Chardak (194 18 8264)
120 South Reynolds
Apartment L-509
Alexandria, VA 22304

Thank you.

Sincerely,



Rebecca W. Martin
Chief Clerk

rwm

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
Burton A. Chardak	6/26/77
Employee Social Security Number	Type of Action
194 18 8264	<input type="checkbox"/> Appointment
Employing Office or Committee	<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.)

Position Title	Gross Annual Salary
	\$34,000

(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 May 10, 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

FD 6/15

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
Burton A. Chardak	4/1/77
Employee Social Security Number	Type of Action
194 18 8264	<input type="checkbox"/> Appointment
Employing Office or Committee	<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.)

Position Title	Gross Annual Salary
	\$47,500

(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, 1977

(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
Burton A. Chardak	2-1-77
Employee Social Security Number	Type of Action
194-18-8264	<input type="checkbox"/> Appointment
Employing Office or Committee	<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.)

Position Title	Gross Annual Salary
	\$20,910.

(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 2-28-77, 19____

(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

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
Burton A. Chardek	1/31/77
Employee Social Security Number	Type of Action
194 18 8264	<input type="checkbox"/> Appointment
Employing Office or Committee	<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.)

Position Title	Gross Annual Salary
	\$22,100.

(If Committee Employee, complete appropriate item below.)

- ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
- ☒ Special or Select Committee: Authority—H. Res. 11 of 90th 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

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
Burton A. Chardak	11/29/75
Employee Social Security Number	Type of Action
194 12 8254	<input checked="" type="checkbox"/> Appointment
Employing Office or Committee	<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.)

Position Title	Gross Annual Salary
Public Information Officer	\$34,000

(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.

*handcarried to
FD 11/30/76*

(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 November 30, 1976

(Signature of Authorizing Official)

Thomas H. 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

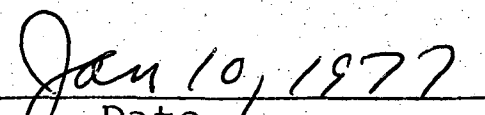
All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related _____

I am related by the following relationship _____


Signature of Employee


Date

The Evening and Sunday Bulletin

30TH AND MARKET STREETS PHILADELPHIA, PA. 19101

Serving the Greater Philadelphia and South Jersey Area

RESUME

Burton A. Chardak
620 Hermit st.,
Phila., Penna. 19128
Telephone: IV 3-5411

Birth date and place: Jan. 12, 1925, Phila., Pa.

Marital status: Married with three children (one married and living in San Francisco, one studying at Temple Abroad in Rome, one in the last year of high school.)

Ability to relocate: House is sold with settlement in June. I could move to Washington within two weeks, family would follow in June.

Education: Bachelor of Science degree with major in journalism and minor in economics, Temple University, February, 1951; master of arts degree in economics, Temple, June, 1955. Six months of general college work at Kutztown State Teachers College while in service; several courses in economics of Latin America while at Mexico City College and several noncredit courses in statistics at Temple. Thesis was on The Business Cycle and Unemployment.

Service: Two years, ten months, Army Air Corps. Honorable discharge.

Work record: Editor of both Suburban Press and Mount Airy Herald from February, 1951, to April, 1952.

Evening and Sunday Bulletin from April, 1952, to present in various capacities: Started in financial department as clerk and reporter. After three years transferred to city desk as police reporter, night rewrite and general assignment. Later assigned to courts and district attorney's office. Then was reporter at large, making own assignments.

NEARLY EVERYBODY READS THE BULLETIN

The Evening and Sunday Bulletin

30TH AND MARKET STREETS PHILADELPHIA, PA. 19101

Serving the Greater Philadelphia and South Jersey Area

Next, I was assigned to Harrisburg to cover the State Legislature for a year and a half, worked on a team investigating political payoffs and contributions. Then became "idea man" for about a year. My best idea was to go to Europe and cover the American troops during peacetime. Then I asked for and got an assignment to Vietnam where I wrote a series of articles just as the United States was getting heavily involved. Also wrote a series about the peace-keeping forces in Cyprus.

Assigned as an assistant city editor to the copy desk, filling in as deputy city editor. Headed a Bulletin investigative reporting team that "broke" the FHA scandal in Philadelphia and resulted in a federal grand jury.

Was sent to a city editor's seminar at American Press Institute, then at Columbia University, and a short while later was appointed deputy city editor¹ in charge of assigning most news stories. In that capacity I also helped train young writers and reporters. Then assigned to the national desk, which handles Washington, national and international^{up} news. Started a weekly column called World in Conflict.

Outside the Bulletin, I did some freelance work. Most notably I was Philadelphia area correspondent for Time and Fortune in 1957, worked part time at the N. Y. Daily News in 1968, wrote a number of articles for Philadelphia magazine.

Honors and awards: First prize for court reporting from the Pennsylvania Newspaper Publishers Association; National Certificate of Merit, Amvets, 1965, for the Vietnam series. Served as treasurer, Pen and Pencil club and vice president and director, Phila. Press Association.

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The Evening and Sunday Bulletin

30TH AND MARKET STREETS PHILADELPHIA, PA. 19101

Serving the Greater Philadelphia and South Jersey Area

November 18, 1976

342

Dear Dick:

I've been following the progress of the House Select Committee on Assassinations and its chief counsel as well as newspaper and wire service stories permit.

I gather, at least from a Newhouse News Service report, that the committee unanimously has agreed to support your request for a staff of 170 but that the actual funding will not follow until after January 1.

If that's the case, and you can use me now, I'd like to come to Washington and get involved as early as possible. I think I can be more effective in the role of press liaison officer if I arrive on the scene before the great bulk of the staff.

I have received a formal letter from Bulletin management confirming an extended leave of absence. But this does not preclude a short-term leave. Even if Congress ultimately refuses to fund the investigations fully and they are cut short, I feel I could return to the Bulletin without loss of face or funds. The experience of working for even a few weeks or months with the committee would be worth the effort.

Also, even though I would move to Washington immediately, Shirley and Sharon would remain in Philadelphia to June 30. I, therefore, would not get involved with a long-term lease until the summer. So, if the investigations are terminated early, there would be little financial hardship on my part.

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The Evening and Sunday Bulletin

30TH AND MARKET STREETS PHILADELPHIA, PA. 19101

Serving the Greater Philadelphia and South Jersey Area

I understand that you are extremely busy at this point, preparing a budget and interviewing prospective staff members. But I would appreciate a call at your convenience.

I am somewhat anxious since several of the AP stories mention "a spokesman for Sprague." I recall that you mentioned a temporary press secretary, aide to Rep. Thomas N. Downing. My concern is that he may become permanent.

Best regards,


Bert

NEARLY EVERYBODY READS THE BULLETIN

The Evening and Sunday Bulletin

30TH AND MARKET STREETS PHILADELPHIA, PA. 19101

Serving the Greater Philadelphia and South Jersey Area

Oct. 28, 1976

Dear Dick:

Here is my resume.

I'm also happy to tell you that The Bulletin has granted me an extended leave of absence. In fact, management, I am told, was "thrilled" with the idea.

The leave was granted in record time. This was a surprise. I thought it would take weeks of negotiation. That's why I went ahead and requested it now instead of waiting.

Of course, I explained in writing to The Bulletin that if for some reason the House does not provide sufficient funds for the dual investigation, the deal is off.

Now that The Bulletin has been apprised of the situation, I feel very little notice is required. This means I could start as your press secretary soon after things are worked out with the House committee.

I hope that is soon. I am anxious to get involved as early as possible.

Meanwhile, I'm reading extensively in the Kennedy-King literature. I'm also meeting with an old friend, the press officer for the Federal Energy Administration here, to get some ideas about dealing with the media from the other side of the fence.

I will be in Washington, Monday and Tuesday, Nov. 8 and 9,

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The Evening and Sunday Bulletin

30TH AND MARKET STREETS PHILADELPHIA, PA. 19101

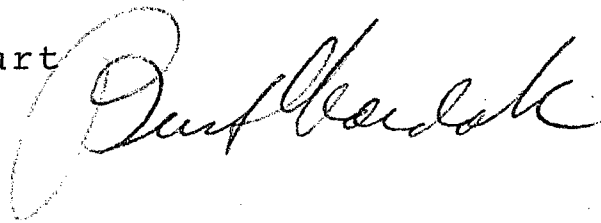
Serving the Greater Philadelphia and South Jersey Area

to attend information seminars with my daughter, Sharon, at the three universities. As I told you, she plans to go to Georgetown, American or George Washington.

If it's all right with you, I'd like to stop into the temporary offices of the House Select Committee on Assassinations when I'm down there.

Meanwhile, best regards,

Burt



NEARLY EVERYBODY READS THE BULLETIN

B. A. Chadak

120 S. Reynolds

L-509

Alexandria Va

22304