# **Assassination Records Review Board Final Determination Notification**

AGENCY: HSCA

RECORD NUMBER : 180-10070-10161

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: 6**

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: 180-10070-10161

RECORDS SERIES: STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

#### DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM:

TO:

TITLE:

DATE: 08/01/77

PAGES: 7

SUBJECTS:

HSCA; ADMINISTRATION

SWENDSEN, LANCE W.

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U

RESTRICTIONS: 3

CURRENT STATUS: P

DATE OF LAST REVIEW: 07/16/93

OPENING CRITERIA:

COMMENTS:

Box 3.

o the Clerk of the House of Representatives:	
I hereby authorize the following payroll action:	
Employee Name (First-Middle-Last)	Effective Date
Lance W. Svendsen	1/1/79
Employee Social Security Number	Type of Action
264-98-4680	☐ Appointment ☐ Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change
	☐ Termination (At close of business on effective date)
Assessinations	$\square$ Leave without pay (Beginning with effective date above and ending
	close of businessSpecify Date
type of action is an Appointment, Salary Adjustment, or Title	Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
	\$13,700.00
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 employ
s the salary received from the employing office.	
Committee Employee, complete appropriate item below.)	
, year and an arrange and account	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof	essional.
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof	essional.
<ol> <li>□ Standing Committee: Staff—□ Clerical or □ Prof</li> <li>☑ Special (Investigative staff of Standing Committee)</li> <li>□ Joint Committee.</li> </ol>	essional. or Select Committee: Authority—H. Res <u>?56 of 5th</u> Congress
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Prof</li> <li>Special (Investigative staff of Standing Committee)</li> <li>Joint Committee.</li> </ol> Employee of an Officer of the House, complete item below	essional. or Select Committee: Authority—H. Res <u>956</u> _of95 <u>61</u> Congress ow.)
<ol> <li>Standing Committee: Staff—□ Clerical or □ Prof</li> <li>Special (Investigative staff of Standing Committee)</li> <li>□ Joint Committee.</li> </ol>	essional. or Select Committee: Authority—H. Res <u>956</u> _of95 <u>61</u> Congress ow.)
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Prof</li> <li>Special (Investigative staff of Standing Committee)</li> <li>Joint Committee.</li> <li>Employee of an Officer of the House, complete item belowed the Position Number If applicable, Lev</li> <li>certify that this authorization is not in violated.</li> </ol>	essional. or Select Committee: Authority—H. Res <u>956</u> _of95 <u>61</u> Congress ow.)
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Profection</li> <li>Special (Investigative staff of Standing Committee)</li> <li>Joint Committee.</li> <li>Employee of an Officer of the House, complete item below Position Number</li></ol>	essional.  or Select Committee: Authority—H. Res <u>?56</u> _of25th_Congress  w.)  elStep
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Profection</li> <li>Special (Investigative staff of Standing Committee)</li> <li>Joint Committee.</li> <li>Employee of an Officer of the House, complete item below Position Number If applicable, Level Level Certify that this authorization is not in violated latives.</li> </ol>	essional.  or Select Committee: Authority—H. Res <u>956</u> _of95th_Congress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment o
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Profection</li> <li>Special (Investigative staff of Standing Committee)</li> <li>Joint Committee.</li> <li>Employee of an Officer of the House, complete item below Position Number If applicable, Level Level Certify that this authorization is not in violated latives.</li> </ol>	essional.  or Select Committee: Authority—H. Res <u>esta of Sta</u> Congress  ow.)  el Step  tion of 5 U.S.C. 3110(b), prohibiting the employment of
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof 2. ☑ Special (Investigative staff of Standing Committee) 3. ☐ Joint Committee.  Employee of an Officer of the House, complete item below Position Number	essional.  or Select Committee: Authority—H. Res. of 5th Congress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment of 5th Congress  (Signature of Authorizing Official)  LOUIS TOOLES  (Type or print name of Authorizing Official)  CHAIRMAN
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof 2. ☑ Special (Investigative staff of Standing Committee) 3. ☐ Joint Committee.  Employee of an Officer of the House, complete item below Position Number	essional.  or Select Committee: Authority—H. Res. of 5th Congress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  LOUIS ZEOLUS  (Type or print name of Authorizing Official)
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1. Standing Committee: Staff— Clerical or Prof 2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  Employee of an Officer of the House, complete item below Position Number If applicable, Lev  I certify that this authorization is not in violate latives.  ate	essional.  or Select Committee: Authority—H. Res. 56of5th Congress  ow.)  el Step  tion of 5 U.S.C. 3110(b), prohibiting the employment o  (Signature of Authorizing Official)  LOUIS TOURS  (Type or print name of Authorizing Official)  CHAIRMAN  (Title-If Member, District and State)  s under the House Classification Act and for Committee employment the Budget, and the Joint Committees, must
1. Standing Committee: Staff— Clerical or Prof 2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  Employee of an Officer of the House, complete item below Position Number	essional.  or Select Committee: Authority—H. Res. 56of5tb Congress  ow.)  el Step  tion of 5 U.S.C. 3110(b), prohibiting the employment of  (Signature of Authorizing Official)  LOUIS TOUES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  s under the House Classification Act and for Committee employment the Budget, and the Joint Committees, must
1. Standing Committee: Staff— Clerical or Prof 2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violated latives.  ate	essional.  or Select Committee: Authority—H. Res. 156op. 151 Congress  ow.)  el Step  tion of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  LOUIS TOKES  (Type or print name of Authorizing Official)  CHAIRMAN  (Title—If Member, District and State)  s under the House Classification Act and for Committee employment of the Budget, and the Joint Committees, must Chairman, Committee on House Administration
1. Standing Committee: Staff— Clerical or Prof 2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  Employee of an Officer of the House, complete item below Position Number	essional.  or Select Committee: Authority—H. Res956of35th_Congress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  LOUIS ZEOLES  (Type or print name of Authorizing Official)  CHAIRMAN  (Title—If Member, District and State)  s under the House Classification Act and for Committee employment of Authorizing Official)  Chairman, Committee on House Administration

NW 88326 Docld:32244103 Page 3

PAYROLL AUTHORIZATION FORM

PAYROLL AUTHORIZATION FORM  (Please Use Typewriter U.S. HO  or Ballpoint Pen)	DUSE OF REPRESENTA Washington, D.C. 20515	ATIVES (Any erasures, corrections, or change on this form must be initialed by a authorizing official.)
To the Clerk of the House of Representative:	<b>5:</b>	
I hereby authorize the following payroll actio	n:	
Employee Name (First-Middle-Last)		Effective Date
Lance W. Svendsen	N. Carlotte	December 1, 1978
Employee Social Security Number		Type of Action
264-98-4680		ointment Iry Adjustment
Employing Office or Committee/Subcomm		Change
ASSASSINACIONS  □ Termination (At close of business on effective close of business)  □ Leave without pay (Beginning with effective close of business)		nination (At close of business on effective date)  re without pay (Beginning with effective date above and endi e of business
(If type of action is an Appointment, Salary Adjustm	ent, or Title Change, com	plete appropriate information below.)
Position Title		Gross Annual Salary*
•		\$18,100.00
<ul><li>2. \( \subseteq \) Special (Investigative staff of Standing</li><li>3. \( \subseteq \) Joint Committee.</li><li>(If Employee of an Officer of the House, complete</li></ul>		nmittee: Authority—H. Res. <u>956</u> of <u>95th</u> Congre
Position NumberIf appl	icable, LevelS	tep
I certify that this authorization is not relatives.  Date December 11, 19		S.C. 3110(b), prohibiting the employment
Daic, 1/_		(Signature of Authorizing Official) LOUIS STOKES
(If appropriate, signature of Subcommittee Chairman or Ranking Minority		(Type or print name of Authorizing Official) Chairman
(Type or print name and title of above official)		(Title—If Member, District and State)
ployees, except those of the Committee on Approphe approved by the Committee on House Adminis	priations, the Committee tration.  APPROVED:	House Classification Act and for Committee en on the Budget, and the Joint Committees, mu
Office of Finance use only:		ID
Office Code	• ************************************	Benefits
Monthly Annuity \$00 as of _	• • • • • • • • • • • • • • • • • • •	Payroll

Copy for Initiating Office or Committee as was a state of the control of the cont

(Revised: August 1, 1977)

or Ballpoint Pen) Washington	authorizing official.)
To the Clerk of the House of Representatives:	
I hereby authorize the following payroll action:	
Employee Name (First-Middle-Last)	Effective Date
Lance W. Svendsen	October 1, 1978
Employee Social Security Number	Type of Action
264-98-4600	☐ Appointment 💂
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*
	\$13,700.00
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Prof</li> <li>Position Number</li></ol>	or Select Committee: Authority—H. ResofCongress
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Prof</li> <li>Position Number If applicable, Level and the clerical or ☐ Prof</li> <li>Coertify that this authorization is not in violated relatives.</li> </ol>	or Select Committee: Authority—H. ResofCongress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment o
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Prof</li> <li>Special (Investigative staff of Standing Committee)</li> <li>Joint Committee.</li> <li>If Employee of an Officer of the House, complete item belowerist in Number</li></ol>	or Select Committee: Authority—H. ResofCongress  ow.) elStep
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof  2. ☐ Special (Investigative staff of Standing Committee)  3. ☐ Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	or Select Committee: Authority—H. ResofCongress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment o
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Prof  2. ☐ Special (Investigative staff of Standing Committee)  3. ☐ Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	or Select Committee: Authority—H. Res. of Congress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  (Signature of Authorizing Official)
2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	or Select Committee: Authority—H. Res. of Congress  ow.)  el Step  tion 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)  s under the House Classification Act and for Committee employment of the Budget, and the Joint Committees, must
1. Standing Committee: Staff— Clerical or Prof 2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number If applicable, Leverage I certify that this authorization is not in violated telatives.  October 10 78  Date 78  If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  All appointments and salary adjustments for employee playees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.	or Select Committee: Authority—H. Res.—ofCongress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment o  (Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  s under the House Classification Act and for Committee em-
1. Standing Committee: Staff— Clerical or Prof 2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number If applicable, Leverage I certify that this authorization is not in violated telatives.  October 10 78  Date 78  If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)  All appointments and salary adjustments for employee playees, except those of the Committee on Appropriations, the approved by the Committee on House Administration.	or Select Committee: Authority—H. Res. of Congress  ow.)  elStep  tion 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)  s under the House Classification Act and for Committee employment of the Budget, and the Joint Committees, must
1. Standing Committee: Staff— Clerical or Prof 2. Special (Investigative staff of Standing Committee) 3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	or Select Committee: Authority—H. ResofCongress  ow.)  elStep  tion of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  (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 employment of Authorizing Official)  Chairman, Committee on House Administration

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
Lance W. Svendsen	March 1, 1978	
Employee Social Security Number	Type of Action	
264-98-4680	☐ Appointment  ☐ Salary Adjustment ☐ Title Change	
Employing Office or Committee/Subcommittee		
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and close of business	
(If type of action is an Appointment, Salary Adjustment, or Title Cha	nge, comple	te appropriate information below.)
Position Title		Gross Annual Salary*
Clerical Assistant		\$12,000
* If employee is a civil service annuitant (includes U.S. House of Representatives), the g plus the salary received from the employing office.	ross annual sala	ry shown should include the annuity received by the employe
(If Committee Employee, complete appropriate item below.)		
<ol> <li>□ Standing Committee: Staff—□ Clerical or □ Professio</li> </ol>	nal	
1.     Stationing Committee: Stati- Ciencal of El Trolession	iidi.	
2 Special (Investigative staff of Standing Committee) or S	alaat Cammi	the and Authority III Dec 35 55 - 4 9 5 6 6
<ul> <li>2.  Special (Investigative staff of Standing Committee) or S</li> <li>3.  Doint Committee.</li> <li>(If Employee of an Officer of the House, complete item below.)</li> </ul>		ttee: Authority—H. Res. of Congress
<ol> <li>Joint Committee.</li> <li>(If Employee of an Officer of the House, complete item below.)</li> <li>Position Number If applicable, Level</li> </ol>	Step	
3. □ Joint Committee.  (If Employee of an Officer of the House, complete item below.)	Step	
3. □ Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	Step	C. 3110(b), prohibiting the employment of
3.  Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	Step	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)
3.   Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	Step	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)  (Type or print name of Authorizing Official)
3.  Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C	C. 3110(b), prohibiting the employment of (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	of 5 U.S.C	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  ese: Classification Act and for Committee em-
3.  Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  rese Classification Act and for Committee emthe Budget, and the Joint Committees, must
3.  Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C	(Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State)  rse: Classification Act and for Committee emthe Budget, and the Joint Committees, must
3.  Joint Committee.  (If Employee of an Officer of the House, complete item below.)  Position Number	of 5 U.S.C	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  Use: Classification Act and for Committee emthe Budget, and the Joint Committees, must

# **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		
Lance W. Svendsen	Dacember 1, 1977		
Employee Social Security Number	Type of Action		
254-98-4580	☐ Appointment		
	梵図 Salary Adjustment		
Employing Office or Committee/Subcommittee	Title Change  ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above an		
Assassimations			
	close of businessSpecify Date		
(If type of action is an Appointment Salamy Adjustment on Title Chan	ao comple		
(If type of action is an Appointment, Salary Adjustment, or Title Chan	ge,-comple		
Position Title		Gross Annual Salary*	
Clerical Assistant	·	\$11.000	
* If employee is a civil service annuitant (includes U.S. House of Representatives), the graphus the salary received from the employing office.	oss annual sa		
(If Committee Employee, complete appropriate item below.)	· ·		
	•		
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession	al.		
2. PD Special (Investigative staff of Standing Committee) or Se	lect Comm	ittee: Authority—H. Res. 465_of_9526congress.	
3.   Joint Committee.			
(If Employee of an Officer of the House, complete item below.)  Position Number			
and the second s	المجامعة المتعادية ا المتعادية المتعادية		
Date		The state of the s	
The state of the s	(	(Signature of Authorizing Official)	
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	Stokes	(Type or print name of Authorizing Official)	
A STATE OF THE STA	742B		
(Type or print name and title of above official)	*******	(Title—If Member, District and State)	
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.			
A PPPOVED.			
ATTROVED	Cho	pirman, Committee on House Administration	
Office of Finance use only:		ID	
Office Code		Benefits	
Monthly Annuity \$00 as of		Payroll	

Copy for Initiating Office or Committee

# PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

# U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

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0	n this	form	must	be	initial	ed	by th	le
`` 2	utnori	ZING O	tticial	.)			MACARINE.	

# To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)		Effective Date	
Lance H. Svendsen	Type of Action		
Employee Social Security Number			
264 98 4680	Appointment		
Employing Office or Committee			
Assassinations			
(If type of action is an Appointment or Salary Adjustment, comp	olete the foll	lowing information.)	
Position Title		Gross Annual Salary	
Xerox/Mossenger		\$9,500	
(If Committee Employee, complete appropriate item below.)			
1. Standing Committee: Staff—Clerical or Profes	ssional.		
2. 🔼 Special or Select Committee: Authority—H. Res.	65of5t	Congress.	
3.  Joint Committee.	· .	· .	
5. Som Committee.			
	-		
(If Employee of an Officer of the House, complete item below.)	_		
	Stép	o	
Position NumberIf applicable, Level	•		
Position NumberIf applicable, Level	of 5 U.S.	C. 3110(b), prohibiting the employment of	
Position NumberIf applicable, Level	of 5 U.S.	C. 3110(b), prohibiting the employment of	
Position NumberIf applicable, Level	of 5 U.S.	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)	
Position NumberIf applicable, Level	of 5 U.S.	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)	
Position Number	of 5 U.S.  is Stokes  irman	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official)	
Position Number	of 5 U.S.  is Stokes  irman  nder the Ho	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee em	
Position NumberIf applicable, Level	of 5 U.S.  is Stokes  irman  nder the Ho	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee em	
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Position Number	of 5 U.S.  IS Stokes  Irman  Inder the Ho  Committee of	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee em the Budget, and the Joint Committees, mus	
Position Number	of 5 U.S.  IS Stokes  Irman  Inder the Ho  Committee of	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee em the Budget, and the Joint Committees, mus	

Copy for Initiating Office or Committee

#### MEMORANDÚM

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		nephew	bro	ther-in-law
mother		niece	sis	ter-in-law
son		husband	ste	pfather
daughter		wife	ste	pmother
brother	* 4.	father-in-law	ste	pbrother
sister		mother-in-law	ste	psister
uncle	٠,	son-in-law	hal	f-brother
aunt	ae.	daughter-in-law	hal	f-sister
first cousin				

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	l to any current	(95th Congress)	Member of Congress.
I am related to (Please specify.		Congress) Membe	r of Congress.

Signature of Employee

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