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

RESTRICTIONS : 3

CURRENT STATUS : P

DATE OF LAST REVIEW: 07/16/93

OPENING CRITERIA:

COMMENTS:

Box 3.

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Committee on House Administration
Committee on House Administration
Committee on House Administration ID Benefits

NW 88326 Docld:32244103 Page 3

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	D	ecember 1, 1978
Employee Social Security Number		Type of Action
264-98-4680	☐ Appoi ¾☐ Salary	ntment Adjustment
Employing Office or Committee/Subcommittee	☐ Title C	Change
Assassinations		nation (At close of business on effective date) without pay (Beginning with effective date above and endi
		of businessSpecify Date
f type of action is an Appointment, Salary Adjustment, o	or Title Change, compl	ete appropriate information below.)
Position Title		Gross Annual Salary*
		\$18,100.00
1. Standing Committee: Staff— Clerical or Special (Investigative staff of Start)		056 054h
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PAYROLL AUTHORIZATION FORM

or Ballpoint Pen)		, D.C. 20515	authorizing official.)
To the Clerk of the House of Re	presentatives:		
I hereby authorize the following	payroll action:		
Employee Name (Fi	rst-Middle-Last)		Effective Date
Lance W. Svendsen			October 1, 1978
Employee Social Se	curity Number		Type of Action
264-98-4630		☐ Appoin	
Employing Office or Com	mittee/Subcommittee	□ Salary □ Title Ch	Adjustment nange
☐ Termination (At close of business of ☐ Leave without pay (Beginning with		ortion (At close of business on effective date) without pay (Beginning with effective date above and ending of business) Specify Date	
(If type of action is an Appointment,	Salary Adjustment, or Title	Change, comple	ete appropriate information below.)
Posi	tion Title		Gross Annual Salary*
			\$13,700.00
 Standing Committee: Standing Comm	appropriate item below.) aff—□ Clerical or □ Profe		ittee: Authority—H. ResofCongress.
(If Committee Employee, complete of a standing Committee: Standing Committee: Standing Committee: Standing Committee standing Committee standing Committee standing Committee. 3. □ Joint Committee. (If Employee of an Officer of the Homeon Committee Standing C	appropriate item below.) aff—□ Clerical or □ Profe aff of Standing Committee) ouse, complete item belov If applicable, Leve	or Select Comm w.))
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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, 1976	
Employee Social Security Number	Type of Action	
264-98-4630	□ Appointment	
Employing Office or Committee/Subcommittee	☐ Salary Adjustment ☐ Title Change	
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and e close of business	
(If type of action is an Appointment, Salary Adjustment, or Title Cha	ange, compl	ete 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 plus the salary received from the employing office.	gross annual sc	alary shown should include the annuity received by the employe
(If Committee Employee, complete appropriate item below.)	* **	
·		en in in a company
Position Number	Ste	p
3. Joint Committee. (If Employee of an Officer of the House, complete item below.)	Ste	p
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3. Joint Committee. (If Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S	P 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	P 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	P C. 3110(b), prohibiting the employment of (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State) ouse: 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. 3110(b), prohibiting the employment of (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) Duse: Classification Act and for Committee employment the Budget; and the Joint Committees, must airman, Committee on House Administration
3. Joint Committee. (If Employee of an Officer of the House, complete item below.) Position Number	of 5 U.S	C. 3110(b), prohibiting the employment of (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State) ouse: Classification Act and for Committee emonther Budget, and the Joint Committees, must

(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
Lance W. Svendsen	Dacember 1, 1977
Employee Social Security Number	Type of Action
254-98-4580	☐ Appointment
	ズ図 Salary Adjustment
Employing Office or Committee/Subcommittee	工 Title Change
Assassinations	☐ Termination (At close of business on effective date)
	☐ Leave without pay (Beginning with effective date above and endin close of business
	Specify Date
(If type of action is an Appointment, Salary Adjustment, or T	itle Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
Clerical Assistant	ፈንን ውዕጥ
* If employee is a civil service annuitant (includes U.S. House of Representativ	ves), the gross annual salary shown should include the annuity received by the employ
plus the salary received from the employing office. If Committee Employee, complete appropriate item below	
in Committee Employee, complete appropriate frem belov	w.)
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Po	rofessional.
2. In Special (Investigative staff of Standing Committee)	ee) or Select Committee: Authority—H. Res. 25 _ of _95 Congres
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 Joint Committee. (If Employee of an Officer of the House, complete item be 	elow.)
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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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authorizing of	lficial.) —	·	en - le dar e enfactuerentat e

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

		Effective Date
Lance 4. Svendsen		2/1/77
Employee Social Security Number	· .	Type of Action
264 98 4680	Appo	pintment
Employing Office or Committee		y Adjustment
Assassinations	 	ination (At close of business on effective date)
	,	
type of action is an Appointment or Salary Adjustment, co	emplete the fol	lowing information.)
Position Title	,	Gross Annual Salary
Xerox/Messenger	ارم	\$9,500
Committee Employee, complete appropriate item below.)		
1. Standing Committee: Staff— Clerical or Pro	ofessional.	
2. Special or Select Committee: Authority—H. Res.		· Coñaras
2. Special of Select Committee: Authority 11, kes.	01	Congress.
3. Joint Committee.		
Employee of an Officer of the House, complete item below	. <u> </u>	
Employee of an Officer of the House, complete field below		
	-	
Position NumberIf applicable, Leve	-	P
Position NumberIf applicable, Level	slSte	
Position NumberIf applicable, Level I certify that this authorization is not in violati latives.	on of 5 U.S.	.C. 3110(b), prohibiting the employment
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Position NumberIf applicable, Level latives. ate	on of 5 U.S.	.C. 3110(b), prohibiting the employment (Signature of Authorizing Official)
Position Number	on of 5 U.S.	.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title-If Member, District and State)
Position Number	on of 5 U.S.	C. 3110(b), prohibiting the employment (Signature of Authorizing Official) (Type or print name of Authorizing Official) (Title—If Member, District and State)
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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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