

## MEMORANDUM

December 18, 1995

To: T. Jeremy Gunn

From: Laura Denk

Subject: Deeds of Gift

Deeds of Gift Update:

Lyon Garrison: On November 15, I sent him two originals for his signature, along with a self-addressed, stamped envelope, so that he could simply sign and send back the originals. He has not yet returned the originals. I called his office this morning and left him a voice mail asking him to sign and return the originals, or in the alternative, to give me a call if he had any questions.

Cynthia Wegmann: Same situation as Garrison. I called her office this morning and left the same message that I left on Lyon Garrison's voice mail.

Mark Oakes: Oakes signed and sent back the two originals. Kevin Jessar at the General Counsel's office at NARA said that we should send the originals to Steve Tilley and Steve would pass them along to the Archivist for signature. I called Steve to confirm this arrangement and sent him the originals by mail today.

Dale Myers: I sent Dale Myers originals for his signature today. He has seen (and not objected to) an earlier draft.

File 3.13

Denk e:\wp-docs\deedgift\update.mem