15 September 1970

MEMORANDUM FOR THE RECORD

SUBJECT: WH Division Request for Presidential 100th Birthday Greeting-

1. I talked to Evelyn, secretary, who told me that was away from the office but had asked her to pass on to me that the White House policy on 100th birthday greetings is as follows:

   a. Where the individual is not a close friend of the President or Mrs. Nixon, a birthday card with greetings by the President and Mrs. Nixon is sent;

   b. If the person is a close friend, a personal letter together with a picture of the President and Mrs. Nixon is forwarded.

2. A Miss Keane is the person at the White House who handles this matter.

3. requested that I verify the spelling of the name and the birthdate. He will be pleased to forward an appropriate memorandum to Miss Keane.

Attachment:

Distribution:
Orig. - Subject
1 - Chrono