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# FOIA MARKER

**This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.**

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**Record Group/Collection:** Donated Historical Materials  
**Collection/Office of Origin:** Bush, George H.W., Collection  
**Series:** Personal Papers  
**Subseries:** Zapata Oil File, Business Correspondence File

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**OA/ID Number:** 25851  
**Folder ID Number:** 25851-003

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**Folder Title:**  
[Inter-Office] Correspondence - Billie Jackson [1954-1959]

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Stack:	Row:	Section:	Shelf:	Position:
<b>G</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>6</b>

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ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: Billie Jackson

DATE: March 13, 1959

FROM: George H. W. Bush

SUBJECT:

Through Monday we will be in care of John S. Greenway in Tucson, Arizona, and from Monday night on we will be at the Hotel Valley Ho, Whitson 5-6321 in Phoenix. If you have trouble locating me ask for C. Fred Chambers. He will be registered there. We will come back either Wednesday or Thursday.

GHWB:JMcB

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: Billie Jackson

DATE: June 30, 1958

FROM: George H. W. Bush

SUBJECT:

Would you please make a reservation for me at the Lamar for a single room for this coming Wednesday, July 2. I will be going on to Dallas on Thursday.

Would you also please make a reservation for Tom Devine for Wednesday night. This should be a double room and the man that will be with him is Andre Rheault. He asked that this reservation be made at the Lamar.

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: Billie

DATE: May 1, 1958

FROM: Juanita

SUBJECT:

Day before yesterday I sent you some of Mr. Bush' offshore stationery. When you receive it, you will notice there are no second sheets included--that's because we don't have any second sheets to match the letterhead. Would you please ask Mr. Flaherty to send us a box of second sheets. If you like, you may have him send them to you, then you can take out the amount which you will need and send the rest on out here.

I am attaching a ZPC letterhead which we had engraved here. If you can beat the price there in Houston that would be wonderful. We still have quite a bit of ZOSC regular \*\* size letterhead here which we are trying to use up, but when we ~~gxax~~ get ready to order more I shall let you know so that you can have it done there for us.

\*\* (Box 2216)

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: Billie

DATE: April 14, 1958

FROM: Juanita

SUBJECT:

Yes, we received the engraved letterheads and they certainly are nice. However, I believe we can get them done cheaper from here, for instance:

500 letterheads & envelopes  
by Sorg \$ 62.80

2500 letterheads through  
Stapleton here \$ 71.97 \*

Had we ordered 2500 letterheads and envelopes from here the cost would have been \$82.61. \*\*

With reference to the bank resolutions, did I not attach them to my letter of March 20 to you? If I did overlook to do so, I am attaching photostats of our copies. The ones attached are for J. P. Morgan, First City National (Imprest Fund), and the Texas National Bank. If you need others for the book, just yell and I'll send them on down.

Juanita:

\* Don't be pulling a Rudolph on me-- Betcha you can't get the identical paper and engraving for less than \$110.00 or thereabouts. I know the price of Strathmore at the wholesaler's and that was what GHWB was looking at. 'Course there are different papers- Scott's Delseys and such , but I thought you wanted to go first class!!!

\*\* Send me a sample and I bet I can undercut it here in Houston!

April 34

Parents:

Jaking order -

please send me about  
fifty sheets (+ envelopes)  
of Kean's letterhead.  
Better include about  
ten record sheets in  
case he gets "long-  
winded".

Send out for some  
boxes for you and the  
girls from me. They  
should be there by  
Monday. Regards,  
Billie

ZAPATA OFF-SHORE COMPANY  
INTER-OFFICE CORRESPONDENCE

TO: Billie  
FROM: Juanita

DATE: April 14, 1958  
SUBJECT:

Yes, we received the engraved letterheads and they certainly are nice. However, I believe we can get them done cheaper from here, for instance:

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With reference to the bank resolutions, did I not attach them to my letter of March 20 to you? If I did overlook to do so, I am attaching photostats of our copies. The ones attached are for J. P. Morgan, First City National (Imprest Fund), and the Texas National Bank. If you need others for the book, just yell and I'll send them on down.

ZAPATA OFF-SHORE COMPANY  
INTER-OFFICE CORRESPONDENCE

TO: Billie  
FROM: Juanita

DATE: March 5, 1958  
SUBJECT:

Mr. Bush says you have a deal whereby you can get letterheads engraved there in Houston. We surely would appreciate you having one box each of letterheads engraved exactly as are shown on the attached samples with the corrections as noted.

Many thanks.

P. S. A box of envelopes for each, too, please.

*Sent to Vic Flaherty  
3/7/58*

Juanita -  
Did you ever receive this letterhead?  
How was it? He told me he  
would just change the type for  
the paper + engraving plate. Did he?  
by  
P.S. I have not received the bank resolutions  
for the Minute bank. Where's J. Morgan's? by

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: Billie  
FROM: Juanita

DATE: March 20, 1958  
SUBJECT:

I am enclosing three cards for the Imprest Fund Account at the First City National Bank - I have kept one for our files and have kept a copy of the resolution for our file, also.

I have forwarded the resolution for J. P. Morgan to them, have kept one copy and am forwarding you a copy for the minute book.

Mr. Brumley has already taken care of returning the cards to the Texas National Bank - either to you or to the bank, I don't know which.

I believe this straightens out our bank accounts now, but if not, please let us know and we will work on it some more.

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: GB  
CC:

FROM: B.J.  
DATE:

SUBJECT: Hotel Reservations

Presidential Insurance Convention at  
Russell so they couldn't take care of you  
but arranged for your party to stay at Jung.  
Have reservations for the following - Tuesday night  
Charles Lea,  
Hester Nelson  
Hadley Case  
L. Thompson  
B. Martin.

{ You - Thompson  
+ Case confirmed  
for Wednesday at  
Lomas Hotel.

They will probably have to put them in  
a 3-bedroom suite - (but it will be nice, <sup>he</sup> says)  
John Leech will call me tomorrow  
about his plane from Houston to  
Lafayette (?) & return (?) so will let you  
know. His plane only holds four. Has  
that the route? I seem to get too  
many incorrect + incomplete instructions +  
most people think I'm a mind-reader!

P.S. - If you run into  
difficulties over your Jung  
room - confirmed by Mr. Baker. Mgr. or call me.  
Billie

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: **Billie Jackson**

DATE: **March 4, 1958**

FROM: **George H. W. Bush**

SUBJECT:

Have the minutes from our last Directors Meeting been typed yet? If so, I would like to have a copy of them sent to all the Directors. Before this is done, however, I should like to read them for approval.

Regards.

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: Billie Jackson

DATE: March 5, 1958

FROM: George H. W. Bush

SUBJECT: Letter to Stockholders

Please have Wayne review this, particularly with reference to the Cay Sal deal. If he feels it can be released then have it prepared and send it out.

B:McB  
Encl.

ZAPATA OFF-SHORE COMPANY  
INTER-OFFICE CORRESPONDENCE

TO: Billie  
FROM: Juanita

DATE: March 5, 1958  
SUBJECT:

Mr. Bush says you have a deal whereby you can get letterheads engraved there in Houston. We surely would appreciate you having one box each of letterheads engraved exactly as are shown on the attached samples with the corrections as noted.

Many thanks.

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: Billie Jackson

DATE: March 4, 1958

FROM: Juanita McBride

SUBJECT: This and That

In cleaning out my desk I came across some notes that I had made to myself and I am wondering if the following things were done at the last Directors Meeting and if they are being included in the minutes:

1. Has the Imprest Fund Account at the First City National Bank been changed to include Jerry's signature on this account. Mr. Brumley said this should definitely be included in the minutes.

2. In looking through the copies that I have of previous minutes, I could not find where J. P. Morgan & Co. has been authorized to accept Mr. Brumley's signature on checks to that bank. I don't believe that this has been done, because I have the forms for the resolution here and I have had them since last April and the only minutes for 1957 that I have were in January of that year.

3. I also have a copy of the resolution form for the ZOSC Regular Account at the Commercial Bank & Trust Company here in Midland for the signatures of Bush, Liedtke and Brumley. I am sure we have passed resolutions authorizing Bush and Liedtke, but we will probably need one for Brumley unless you can find where this has already been done.

If you have copies of minutes of meetings other than the one held in January 1957 I surely would appreciate having copies.

Many thanks.

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: **Billie Jackson**

DATE: **January 6, 1958**

FROM: **George H. W. Bush**

SUBJECT:

Please send me a sub-total on the number of proxies we now have in.

We shall use the same type forms for all the formalities as last year.

**GB:McB**

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE CORRESPONDENCE

TO: **BILLIE JACKSON**

DATE: **NOVEMBER 26, 1957**

FROM: **GEORGE H. W. BUSH**

SUBJECT:

Thank you for your letter. I went over the Christmas list with Hoyt and the presents seem to be fine.

Regarding the annual report, I told Flaherty to have 5,000 printed. I think this should be ample. The reason we ran out last year was the Walker report required a great many. The annual meeting will be held on Monday, January 13, 1958, at the same time and same place. If there are to be any changes in the Directors I shall let you know, but in the meantime have the proxy material proofed up using the same officers and same Directors. Call Flaherty immediately on this, please.

GB:McB

# Withdrawal/Redaction Sheet

## (George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
01. Letter	From Billie Jackson to George Bush RE: Personal medical information (2 pp.)	n.d.	C	
<b>COLLECTION</b>				
George Bush Personal Papers Zapata Oil File Business Correspondence Files				
<b>FILE LOCATION</b>				
[Inter-Office] Correspondence - Billie Jackson [1954-1959]		OA/ID Number		
		Date Closed	11/01/99	

### RESTRICTION CODES

**Presidential Records Act - [44 U.S.C. 2204(a)]**

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

**Freedom of Information Act - [5 U.S.C. 552(b)]**

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

from the de f:

**BILLIE F. JACKSON**

6/8

Mita -

Help! Please order  
2 boxes of Mr. Dean's  
business cards for me -  
just - as usual.

You usually get them  
from up East - Relief Printing.

Many, many thanks.

Billie

P.S. -

Order more if you can get them  
cheaper - we can't move - under  
contract to First City!

11  
R. & W. H. G.

Dr. J. W. H. G.

1906

1906

1906

1906

1906

1906

1906

Billie Jackson

George H. W. Bush

June 6, 1957

I am very pleased with the brochures which you sent-- I think it was very well done. I would appreciate it if you would send a bunch of them out here, and also please send a copy of it to each of the Off-Shore Directors. I am attaching a list of Petroleum Directors and I would like for you to send each of them a copy, also. Will you also please send some of these to Herbie Walker.

I would like for you to hold up on the mailing of these brochures to the stockholders. We will probably send out a letter the early part of next week telling them of our new drilling deal and we can just send the brochures with the letters. I will let you know more about this when I am more definite.

JMcB  
Attach.

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO:

George

FROM:

Billie

CC:

DATE:

6/4/57

SUBJECT:

Brochures, Vinegarhead

George -

How do you like them?  
Received 5000 - Had to order the  
envelopes from Song for the  
stock holders mailing. Let me  
know about what date you want  
me to mail it to them.

How many do you want in Midland?  
(May not be any left if Heyl  
doesn't stop autographing them +  
passing them out to strangers  
on the streets!)

Let me know.

Hurriedly,

BQ.

- ✓ 1. small - 26, cell
- ✓ 2. 2. by 2 ~~10~~
- 3. 2 7 7 - 60 100 100  
sheet +  
100 100  
100 100
- ✓ 4. 2 ~~25~~ 100 100
- ✓ 5. 6 2 1 0 100
- ✓ 6. 6 2 1 0 100 200  
100

7:

Billie Jackson

George H. W. Bush

April 30, 1957

I am attaching the following papers:

- (1) Scott Paper Company quarterly report.
- (2) A proposed layout for the Zapata Off-Shore Company six months report.
- (3) Text of letter to be included in the Zapata report.
- (4) Balance sheet and six months statement of operations to be included in the Zapata report.

We are anxious to have this report mailed in the near future, but do not have it printed until you get final clearance from me. I would appreciate your calling Sorg or any other company which you think could get this printing job done the way we want it. I would suggest the same general type of paper that is used on the Scott Paper report. As to numbers, we should have printed the usual amount allowing for excess requests from brokerage houses. I would like to have the report mailed as soon as possible after you receive clearance from me on the figures.

As to the layout I have suggested an artist's thin line sketch or a picture of the VINEGARROON. If such a sketch or picture is expensive please eliminate it and just have the printer re-space the layout on the cover. We do not want to go to three colors, but if it can be done for a reasonable amount we might outline the Zapata symbol in blue or red. You might get the printers to give you different quotations as to using one, two or three colors, and when I call you with the final figures we can talk about that.

If the text of the letter is so long it cannot fit conveniently on the back page, the form can be revised in any way the printer thinks might be attractive. We want this job to be simple and clean looking, using the same type which we have used in our annual reports. The size of the time, of course, can be varied in any way the printer sees fit. You might impress on them we will be doing this often in the future so we would want a good rate. I will be calling you probably Thursday about this.

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: *Juanita*  
CC:

FROM: *Billie*  
DATE: *4/18*

SUBJECT: *Venezuelan Visa*

If George plans to go to Venezuela please have him get the following documents.

1. Health certificate
2. Vaccination against small pox
3. Letter in duplicate from firm stating purpose of trip.
4. Three front view pictures.

RECEIVED  
APR 22 1957

ZAPATA

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: *GB*  
CC:

FROM: *B. J.*  
DATE: *4/12/57*

RECEIVED  
APR 15 1957

ZAPATA

SUBJECT: \_\_\_\_\_

1. *Had Hutchison called -  
If you did not get to call him  
from the airport I told him  
he would hear from you.*
2. *You are confirmed at the  
Lamar for Wednesday. Should  
you decide to come on Tuesday  
they said they would  
take care of you even if  
they had to put you in the  
hall.*
3. *Am attaching Peggy McDonald's  
outstanding "shot" which she  
wanted me to send to Hugh  
with her regards.*
4. *- I forgot. Will remember  
by Tuesday.*

Billie Jackson

George H. W. Bush

April 5, 1957

Regarding your letter of 4/2/57, I would appreciate it if you would have Wayne send a small honorarium to Father Roy. I also think it would be appropriate if we gave a moderate sponsoring present to Barbara Mosby.

If you are writing G&H, Sorg and Universal, I do not believe I will need to write them.

Billie Jackson

George H. W. Bush

April 3, 1957

Would you please send me the names of the American  
Iron people and the Caterpillar people so I can send thank you  
letters.

Would you also please send me six copies of the  
Caterpillar press kit.

JMcB

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: Billie Jackson

FROM: George H. W. Bush

CC:

DATE: April 3, 1957

SUBJECT: \_\_\_\_\_

(1) Would you please send me the names of the American Iron people and the Caterpillar people so I can send thank you letters.

(2) Would you also please send me six copies of the Caterpillar press kit.

JMcB

GB:

(1) American Iron Machine Works, Inc..  
Mr. Claude Griffin engineered the whole works so he would be the one to write to. Our Houston man is Glen Severs, 711 Melrose Bldg. The N.O. man is Leonard Busby - 708 Lere Marquette Bldg, N.O.

— — —  
write Jack Hunkeler, Asst. Sales Manager -  
he engineered the works (along with  
Chuck Skillman) and sent Paul Richards down.  
Paul made up the press kits in N.O. and did  
a good job. E.L. Mayfield is the Factory  
Representative located in N.O.

(2) Some will be mailed here soon. we didn't get any!

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: George Bush  
CC:

FROM: Billie Jackson  
DATE: 4/2/57

SUBJECT: \_\_\_\_\_

GB:

Since Mr. Dean is away I need some advice - would you brief me -

1. Father Allen Ray  
Our Lady Star of the Sea Church  
1835 St. Roch Ave, New Orleans

Do you want us to write, thanking and enclosing a small honorarium - or do you want to?

2. Barbara Macky

How about lets giving her a small (plated pitcher or something) little present with the usual inscription on it? She was such a good scout.

3. We are writing to G. & H. Sawing, Song Printing & Universal Services, Inc. thanking them for the flowers but thought you might like to know who sent them.

4. Thought you might like a copy of the telegrams to refresh your memory in case you wanted to write them. Let me know on items 1 & 2.

B.J.

MILTON R. UNDERWOOD

RECEIVED  
APR 2 1957

March 28, 1957

ZAPATA

Mrs. Billie Jackson  
Zapata Offshore Co.  
First City National Bank Bldg.  
Houston, Texas

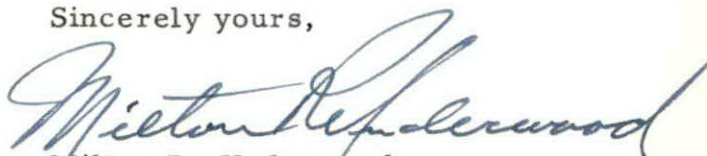
Dear Billie:

Will you please see to it that all of my friends at Zapata are advised of the fact that I very much appreciate the thoughtful and beautiful red roses which came to my room at the hospital.

They certainly brightened up the room and stayed looking fresh for a long time.

I am glad to report I am making a rapid recovery and hope to see you all soon again.

Sincerely yours,

  
Milton R. Underwood

MRU/jd

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: Billie Jackson  
CC: Mr. Symington

FROM: Juanita McBride  
DATE: March 11, 1957

SUBJECT: \_\_\_\_\_

We have received a request from Mr. C. H. Symington, Jr. with G. H. Walker & Co. in New York for thirty additional copies of our recent letter to stockholders. Since we don't have any additional copies in this office, would you please see if you can locate that many for Mr. Symington and forward them to him?

Many thanks.

Juanita - mailed 25 copies. all I had. wonder if G. H. Walker & Co. received the 300 copies I mailed them on or about Feb. 22<sup>nd</sup>? Since the delinquent conversion our stock holders list increased so much it is difficult to figure out how many to have printed -

Billie

Billie Jackson

Mr. Symington

Juanita McBride

March 11, 1957

We have received a request from Mr. C. H. Symington, Jr. with G. H. Walker & Co. in New York for thirty additional copies of our recent letter to stockholders. Since we don't have any additional copies in this office, would you please see if you can locate that many for Mr. Symington and forward them to him?

Many thanks.

G. H. WALKER & CO.

INVESTMENT BANKERS

ESTABLISHED 1900

MEMBER  
NEW YORK STOCK EXCHANGE

ONE WALL STREET  
NEW YORK 5, N. Y.

TEL. HA 2-4000  
CABLE: "WALKERIAN"

ST. LOUIS  
PROVIDENCE  
HARTFORD  
BRIDGEPORT  
WHITE PLAINS

March 8, 1957

Mr. G. H. W. Bush  
Box 2216  
Midland, Texas

Dear Poppy:

We are sending your "Letter to the Stockholders" to each owner of Zapata Off-Shore stock who holds it in the name of G. H. Walker & Co. Unfortunately, we are about thirty copies short. If you have any more, could you please send thirty to me.

Thanks very much.

Sincerely,

*Charlie*

C. H. Symington, Jr.

CHS/kps

*A. B. B. W.  
cc. CHS*

Billie Jackson

George Bush

February 25, 1957

Please send us all the Zapata Petroleum Corporation  
annual reports for 1955 that you have. We need them desperately.

Billie Jackson

George H. W. Bush

February 15, 1957

Please have this letter mailed to the stockholders as soon as possible. Before you mail it, however, I would like for Wayne to look at it in the event he might have some suggested changes. Please let me know when we can expect this to be mailed.

Thanks a lot.

GB:MM

Wayne Dean

George H. W. Bush

January 7, 1957

Would you please ask Russ to call Mr. Greenwood immediately  
so that this deal can be closed.

Thanks,

GHWB:bs

Enclosures

*Wayne Dean*

Billie

Juanita

12-31-56

I have today forwarded four copies of the 1956 ZOSC annual report to the Securities and Exchange Commission, Washington, D. C. Mr. Brumley says that this should be done annually upon publication of the report, and asked that you please make a note of it for future reference. Many thanks.

Billie

Juanita

12-31-56

Billie, as we have no copies in this office of the papers used at last year's meeting, i.e., inspectors' report, ballot, etc., Mr. Bush suggested that you prepare the ones for this next meeting using those that were prepared for the last annual meeting. I surely would appreciate receiving a copy of them after they have been typed.



Billie

George Bush

12/17/56

Would you please reserve for us four rooms for  
Sunday, January 13, prior to the Directors meeting (Bush,  
Liedtke, Devine and Pape).

JMcB

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: Juanita McBride  
CC:

FROM: Billie Jackson  
DATE: December 5, 1956

SUBJECT: Glass Shipment

Nita , My dear:

Zapata Drilling Company glasses were received here today. We did not discover the error when the transport company was here ( didn't matter- this firm could not have sent them onto you anyway) so am sending them direct to you at Midland, via Sunset Motor Freight collect, today.

Juanita, please check on our Zapata Off-Shore shipment and let me know when - and where- they were shipped.

Best regards,

*Billie*

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: Juanita  
CC:

FROM: Billie  
DATE:

SUBJECT: Re: Christmas Glasses

Janita,

Whooops - help!

In another letter I reported to you the Zapata Drilling Co. glasses were mailed to this office. 24 Costand. Send them onto you by Susuel Neter & receipt.

Now, we submitted 23 names to George (you) to have our Zapata Off. Shore glasses mailed to them direct. Please check & see if they (the glass company) mailed the Drilling Co. glasses to Mr. Davis list instead of our glasses.

Please let me know as soon as possible so I can take one of these new fangled tension pills before I break the news to the boys here.

Hurriedly, but best regards,  
Billie



Billie Jackson

George Bush

November 28, 1956

*205C  
covered with  
Billie*

Would you please have reports with my calling cards attached and no proxy material mailed to the people on the attached list.

I am sending you a couple of typed copies of the list you furnished me in case you would like to have it.

Best regards,

GHWB:bs

*Copy with  
P.J.*

Billie Jackson

George Bush

November 30, 1956

Please arrange with the First City National Bank for conference room for meeting.

Re Directors' meeting of November 25, 1956, please make copies of amendment of by-laws and clip this amendment into all copies of by-laws which you have in the office.

The same should have been done for the amendment passed at the October 29th meeting.

GB:JMcB

*Clipping with  
Houston paper*

Billie Jackson

George Bush

November 21, 1956

The clipping from the Houston paper was most interesting. Would there be any possibility of having the Chronicle run off just the Zapata article for us for a possible mailing to the stockholders. Perhaps they have destroyed the plates, but if we could make a reasonable deal with them I feel that this material would be of interest to all the stockholders.

Would you please check with the paper and let me know what they say.

GHWB:bs

Billie Jackson

George Bush

November 20, 1956

Would you please have the following name added to the mailing list:

Robert W. Shell  
A. W. Shell Company  
414 Walnut Street  
Cincinnati, Ohio

Thanks.

GB:JMcB

FULBRIGHT, CROOKER, FREEMAN, BATES & JAWORSKI  
ATTORNEYS AT LAW  
BANK OF THE SOUTHWEST BUILDING  
HOUSTON 2, TEXAS

October 17, 1956

JOHN H. CROOKER  
NO. H. FREEMAN  
A. B. BATES  
LEON JAWORSKI  
NEWTON GRESHAM

W. N. ARNOLD, JR.  
CHAS. W. BERT

NO. C. WILLIAMS  
KRAFT W. EDMAN  
ARTHUR H. HATHALL

M. J. JAMES  
SWEENEY J. DOERING  
DICKSON L. BROWN

ALFRED J. MORRISON  
TED M. MORTON

DAY  
MILTON H. ELKERT

PARTNERS

WASHINGTON OFFICE  
FULBRIGHT, CROOKER, FREEMAN, BATES & WHITE  
838 14th TRANSPORTATION BLDG  
WASHINGTON, D. C.

AFFILIATE IN MEXICO  
OSCAR MORINEAU  
AVENIDA LINCOLN DE MATEO 32  
MEXICO, D. F.

Mrs. Billie F. Jackson  
Zapata Off-Shore Company  
2212 First City National Bank Building  
Houston, Texas

Dear Billie:

In accordance with your request I am enclosing six copies of the speech I recently delivered at the Insurance Section of the American Bar Association in Dallas. After you have read same, I would sincerely appreciate any critical comments you can make. I feel that the more argument that I can get on this paper and these problems, the better will be the chances of correctly analyzing and solving them.

It was certainly nice to learn that such an old and able friend is interested in these problems, considering they have held a particular fascination for me for some time.

With kindest personal regards to you and to your mother, I remain

Sincerely,

*Sweeney J. Doehring*  
Sweeney J. Doehring

SJD:mc  
enclosures

P.S. My secretary says "old" is not the proper word, but I am sure you will understand its connotation here.

ZAPATA OFF-SHORE COMPANY

2218 CITY NATIONAL BANK BUILDING  
HOUSTON 2, TEXAS

October 3, 1956

Mr. Eric J. Ivory  
Ivory & Sime  
9 Charlotte Square  
Edinburgh 2, Scotland

Dear Mr. Ivory:

Mr. George Bush has asked me to arrange your hotel reservations for you during your visits to Houston and New Orleans. I am happy to confirm the following reservations for you and your wife.

Saturday, October 27th through October 30th:  
Shamrock- Hilton Hotel, Houston 25, Texas.

Wednesday, October 31st:  
Hotel Pontchartrain, New Orleans, Louisiana.

Should you find it necessary to change your schedule I would appreciate your notifying me at the above address and I will contact the hotels for you.

We are looking forward to having you and Mrs. Ivory with us. Please feel free to call upon us if we can be of assistance.

Sincerely yours,



(Mrs.) Billie Jackson

cc:  
Mr. Eric J. Ivory  
c/o Thatcher Brown  
G.H. Walker Co., N.Y.

George Bush, Midland, Texas

*Yes - your reservations confirmed  
at Lamar. Oct 28-29+30*

Billie Jackson

George H. W. Bush

October 1, 1956

We are having a visit in Houston from Eric J. Ivory and his wife. Would you please get reservations for Mr. and Mrs. Ivory as follows:

Saturday, October 27 thru Tuesday, October 30: Shamrock in Houston.

Wednesday, October 31: Roosevelt in New Orleans.

If all of these hotels are booked up, would you please get the Ivories into some other establishment. When you have gotten the reservations confirmed, would you please write a letter of confirmation to Mr. Eric J. Ivory, Ivory & Sime, 9 Charlotte Square, Edinburgh 2, Scotland, and send a copy of the letter to Mr. Eric J. Ivory, c/o Thatcher Brown, G. H. Walker & Co., 1 Wall Street, New York 5, New York.

Would you also please get hotel reservations for me at Houston at the Lamar for Sunday, Monday and Tuesday, the 28th, 29th and 30th.

GHWB:JMcB

AIR MAIL  
IVORY & SIME

ERIC J. IVORY  
J. G. S. GAMMELL, M.B.E., C.A.

Telegrams and Cables:  
"Compute, Edinburgh"  
Telephone:  
CALEDONIAN 4654 (3 lines)

/  
9 Charlotte Square  
Edinburgh, 2

27th September 1956

Mr. George H. W. Bush,  
Zapata Petroleum Corpn.,  
Box 2216,  
MIDLAND, Texas.

RECEIVED  
OCT 1 1956  
ZAPATA

Dear Poppy,

As I shall be moving about a good deal on the other side I am trying to get my plans fairly well settled before I start.

Joanna and I will be arriving in Houston from Toronto on Saturday, October 27th. I shall be most grateful if you can organise hotel accommodation for us while we are there.

I should very much like to see Scorpion and imagine that Monday and Tuesday the 29th and 30th would be sufficient for this and to have discussions with you and Hugh. If, however, you think we need another day I am glad to do this.

We are then going on to New Orleans where I want to spend a whole day and from there Joanna and I are going to Winter Haven, Florida, for ten days.

So far as we are concerned we are quite happy to meet you on Saturday or Sunday or Monday, whichever suits you. I shall have had rather a hectic fortnight so that I am more than happy to have a quiet day on the 28th.

Could you, therefore, please book hotel accommodation at Houston for the night of Saturday the 27th, hotel accommodation somewhere for the nights of 28th, 29th and 30th and in New Orleans for the night of the 31st. We can go on to New Orleans either in the evening of the 30th or the early morning of the 31st. If you want to see me for an extra day then the New Orleans dates move on one.

We sail on the "Carinthia" from Liverpool to Montreal, arriving there on the 16th and will be spending the week-end of the 20th with Thatcher who will act as our mailing headquarters.

Yours ever,



EJI/C

Billie Jackson

George H. W. Bush

September 21, 1956

I did not check with you regarding Clark Simonds,  
G. H. Walker & Co. at Providence. Did you get the reservation for him  
at the Shamrock for Saturday and Sunday, October 13 & 14?

Bar gave the picture you sent her a big rave and I  
am certain you will be hearing from her shortly. It was certainly  
nice of you, Billie.

GB:JMcb

ZAPATA OFF-SHORE COMPANY

P. O. Box 2216

Midland, Texas

I have had many calls about the recent difficulties experienced by the Scorpion, and as stockholders I want you to be fully informed as to the affairs of your Company.

The Scorpion completed two wells in excellent fashion for the Standard Oil Company of Texas. Last week, after finishing our second well, we began moving onto a new location. As we started to raise out of the water we experienced difficulty with two of the legs. Upon examination we found that the bottoms on two of the spud tanks had broken out. It would have been far too risky to attempt to drill another well, so we towed the barge into Galveston Bay last Thursday.

Repairs and alterations, consisting of adding 350,000 pounds of steel, are underway. We do not have to go into a shipyard. Fortunately for us, R. G. LeTourneau, Inc., has their own steel mill and they have already manufactured the necessary steel. LeTourneau is working round the clock to make the needed repairs.

Our goal is to complete the necessary work in three weeks. There are several points which I believe are important:

1. The trouble showed up in the normal course of operations. It is something that can easily be remedied, and it in no way changes our thinking that the Scorpion is the best piece of mobile equipment in the Gulf.

2. The company will lose some earnings; however, we will not be liable for large capital expenditures.

3. Our basic contract with Standard Oil Company of Texas will not be affected by this shutdown.

We, of course, regret that this trouble has developed; however, we would be naive to have expected that we would never experience difficulties. The overriding consideration is that the barge will soon be back in operation and that the basic design still appeals to us as the best there is.

The Nola 1 is still at work for Continental Oil Company, near Cameron, Louisiana, and construction is under way at the R. G. LeTourneau, Inc. Vicksburg plant on our new mobile unit.

Please let me know if you have any questions on any phase of your Company's affairs.

Respectfully,

George H. W. Bush  
President

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: **BILLIE**  
CC:

FROM: **GEORGE H. W. BUSH**  
DATE: **JULY 10, 1956**

SUBJECT: \_\_\_\_\_

Please forward a copy of our telegram from John Irwin of Oil Well Supply to Baine Kerr. Even though he is out of town I would like to have it on his desk when he returns.

GB:JMB

BILLIE

JUANITA

6-20-56

MINUTES!!!

We need some minutes for ZOSC authorizing new bank account signatures, etc. I am enclosing a copy of the one I made for ZPC (Moby, ZDC etc. used the same form) which I thought you might like to use, also. Of course, there will be a few changes. First of all will be the time of day the meeting was held. All the others were held here in the morning of the 11th, so perhaps ZOSC should have their's in the afternoon sometime. We will need two separate sets of resolutions typed -- One for the Commercial Bank & Trust here in Midland and one for the Texas National Bank. On the Commercial Bank resolutions, the signers' names will be the same. For the one on the Texas National Bank you will put the same three and add Mr. Dean's name.

Surely would appreciate having a copy of the minutes when they are typed. Muchos gracias.

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 14, 1956

Attention: Billie

From: George H. W. Bush

Attached is an application of the last of the four boys who will be working for us this summer. Will you please put it in the Summer Employment file after showing it to Wayne.

**Attach.**

In Reply to Above:

*W. T. FRANK  
Application*

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 14, 1956

Attention: Billie

From: George H. W. Bush

Please tell Vic that I do not know when the plane will next be going to New York, but would, of course, be delighted to take him with me. I probably will be going East myself the week after next, but I do not imagine I will be taking the company plane.

**GHWB:JMcB**

In Reply to Above:

Extra Copy To:

March 5, 1956  
Post Office Box 2216  
Midland, Texas

Mr. Karl W. Backus  
The Milwaukee Company  
207 E. Michigan Street  
Milwaukee 2, Wisconsin

Dear Karl:

Thank you for your letter dated February 29th. We are glad to see that our stock is acting fairly good. The quote I received this morning was  $6\frac{1}{2}$ - $3/4$ . The status of our activities is as follows:

The Nola is still at work for Standard Oil Company of Texas, and the LeTourneau platform, now known as the Scorpion, will be commissioned on March 20th at Galveston. We had set the date a little earlier, but at Standard's request we are using Tuesday, the 20th. You should be receiving your invitation to the commissioning shortly. We have run into no major stumbling blocks, and the only reason we have not been working before now is that we have had a little bit of labor trouble and some bad weather at Galveston.

We have not added any additional equipment in Zapata Off-Shore Company, but we are working on a couple of deals. It involves the acquisition of another tender. You asked whether it is possible to get interest in wells drilling. We hope to obtain such interest down the line, but at this time we are anxious to amortize as much of our debt as possible, and therefore we do not wish to forfeit any of our profit to taking interest.

Equipment is in demand, but I do not think that it is in such demand that people are willing to give interest in their

Mr. Karl W. Backus  
March 5, 1956

page 2

leases as additional compensation. Where interests are taken they are taken as part of the original consideration, not as additional compensation.

Thanks for your letter, and let me know if I can give you any additional information.

Very truly yours,

George H. W. Bush

GHWB:SC

# THE MILWAUKEE COMPANY

EDGAR, RICKER & CO., Est. 1904

INVESTMENT SECURITIES

MILWAUKEE  
CHICAGO  
ST. PAUL  
MADISON  
WAUSAU  
GREEN BAY  
RACINE

February 29, 1956

207 E. MICHIGAN STREET  
MILWAUKEE 2, WISCONSIN  
BROADWAY 6-6075

Mr. George H. W. Bush, President  
Zapata Off-Shore Company  
2218 City National Bank Building  
Houston 2, Texas


Dear Mr. Bush:

Yesterday I received the good news that Zapata was quoted at 5 1/2 bid, and I am hoping it will continue in an upward direction from here on in.

Since the end of February is here, I am anxious to learn whether or not the platform is out in the Gulf in operation. Mr. Johnson and I had a brief discussion a few days ago about Zapata, and we both felt the picture looked promising but were eager for news.

I have noted lately one or two situations where tenders are being advocated for use in drilling activities, and as I understood the situation the demand was so great an interest in the well was given besides payment for services. Has Zapata received any of this pressure from oil men to get their leases drilled, or am I being misinformed about the expediency of the situation?

With kindest regards,

  
Karl W. Backus  
The Milwaukee Company

KWB:jl

*Backus*

RECEIVED  
MAR 5 1956  
ZAPATA

RECEIVED

FEB 10 1956

UNDERWOOD, NEUHAUS & Co.  
INCORPORATED  
CITY NATIONAL BANK BUILDING  
HOUSTON 2, TEXAS  
CAPITOL 3-4941

U. S. GOVERNMENT, MUNICIPAL  
AND CORPORATE SECURITIES  
MEMBERS  
NEW YORK STOCK EXCHANGE  
AMERICAN STOCK EXCH.(ASSOC.)

February 9, 1956

Mr. George H. W. Bush  
Box 2216  
Midland, Texas

Dear George:

Mr. C. N. Housch is a very well known and successful oil operator in Houston.

I believe he is one of those very fine drilling contractors who started from scratch and came up the hard way.

I know the National Bank of Commerce does most of his banking and Mr. E. O. Buck, Vice President, is familiar with his financial responsibility. I am sure that if you will ask your bank's Credit Department to write to him, they will be very glad to give you the word.

Sincerely yours,

  
M. R. Underwood

MRU/jd

BILLIE

JUANITA

4-10-56

Billie: I was under the impression that the minute book was still at Arthur Anderson & Co.'s office, therefore we were holding the minutes for stockholders and directors on the 9th of January, 1956, here in the Midland office. I am gladly sending them along to you and we are keeping a photostat here for our files. That will be one less Minute Book for me to keep up with.

As far as my records show, we have not typed up the Waiver of Notice for the Directors Meeting, so you might want to do that there in the Houston Office.

I am also enclosing the last two pages of the minutes of a meeting held on May 13, 1955, which were revised. I was also holding these pages pending the return of the red book.

If you are missing anything else, let me know and I'll see if I can dig it up around here somewhere.

Enclosures

George:

What did you do  
with the original  
copy of the Stackholders  
minutes of Jan 9<sup>th</sup>?

They are not in  
the Minute Book.

I have attached my  
rough draft but  
Juanita had typed it  
on Minute Book paper  
later. Where are they?

*Draft*

**MINUTES OF ANNUAL MEETING OF STOCKHOLDERS OF  
ZAPATA OFF-SHORE COMPANY  
HELD IN  
CONFERENCE ROOM, CITY NATIONAL BANK  
AT HOUSTON, TEXAS  
AT 10:00 A.M. ON JANUARY 9, 1956**

---

The Chairman, Mr. Bush, called the meeting to order and appointed Mr. Robert U. Parish, Assistant Secretary of the Company, as Secretary of the meeting.

Mr. Parish presented a copy of the notice of the regular annual meeting of stockholders to the meeting. The Chairman stated that the notices were sent to the stockholders at least ten days prior to the date of the meeting.

The Chairman presented a certified alphabetical list of stockholders entitled to vote at the meeting. The list was laid open for examination and inspection by any stockholder. The Chairman advised the meeting that 524,056 shares were represented by proxy and that 1,000 shares were represented in person. The total being more than the majority of the total number of 760,000 shares outstanding and entitled to vote.

The Chairman appointed Thomas Devine and Russell C. Mosby as inspectors of election. The inspectors signed the oath of office.

The Chairman then called for nominations for the election of Directors as successors to the Directors whose terms expired with the annual meeting, to hold office until the next annual meeting of stockholders

and until their successors are elected and qualified. The Chairman stated that the present board consisted of six directors, but the management felt it would be beneficial and useful to have a seventh director elected at this meeting. Mr. Parish nominated the following individuals to serve as directors of the Corporation for the year 1956; George H. W. Bush, Wayne H. Dean, Robert U. Parish, Milton R. Underwood, Sam G. Winstead, J. Hugh Liedtke and Hoyt S. Taylor. There being no further nominations, upon motion duly made and seconded, the nominations were closed.

Inspectors subsequently reported that the total of 525,056 shares voted in favor of the election of the above slate. The Chairman then declared that the above mentioned nominees were duly elected as Directors of the Company.

Upon motion presented by Mr. Parish and seconded by Mr. Underwood, it was:

Resolved that all contracts and transactions of this Corporation and all acts and proceedings of the Board of Directors of the executive committee and of the officers, including contracts and transactions of this corporation with individual directors and with partnerships in which a director of this corporation is a member, and with corporations of which directors of this corporation are directors, made and entered into since the last annual meeting, be and they hereby are ratified and approved.

The Chairman, Mr. Bush, then gave a report on the company's past operations. He stated that the Company had two major pieces of drilling equipment. One, the YF tender, Nola #1, which was operating for the Standard Oil

Company of Texas, forty miles southeast of Galveston; the other, the mobile drilling platform built for Zapata Off-Shore Company by R. G. LeTourneau, Inc.. The Chairman stated that the LeTourneau platform was currently tied up at Galveston where it was being outfitted and equipped. Mr. Bush stated that the company's working capital was in good condition and that although it was too early to give any details on profit figures, the management felt that the YF tender operation was a profitable venture. The Chairman asked for questions from the floor and a brief discussion followed about several general business matters.

There being no further business the meeting, upon motion duly made and seconded, was adjourned.

---

Chairman

LAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: George Bush

FROM: Billie Jackson

CC:

DATE: February 24, 1956

Personal and Strictly Confidential

SUBJECT: \_\_\_\_\_

Dear George:

Every time you are in town I have so many things to think about to ask you that I forget one of the main things I have on my list.

Now I know you are going to think I'm nosey ( which I am) and it is none of my business ( which I will argue ) but please listen to my story anyway.

Womanlike, I have been thinking about who would be the sponsor. As no one has ventured forth with a suggestion I don't see why I could not suggest someone. I had planned on the sponsor being your mother , but since they could not get down here I started putting out other "feelers". ( I still wish your Mother could sponsor this). George, since WHD insists on you being the main speaker ( even if we have others- you are still the 'main' speaker) why not have Mrs. Dean as the sponsor? Truthfully, I know it would please WHD more than words could express if you suggested this. Now I have definitely weighed this situation between Mrs. Dean and Bar, and I think Bar is a far too liberal minded person to feel any jealousy or hard feelings about this selection. I realize that you spend probably just as much time as WHD away from home and both of you men are married to your company- the wife is left out so therefore they should have this honor, etc. I am sure that Bar has been so many places and has had opportunities to do many things that she would not mind Mrs. Dean having the spotlight this time.

Again, I will repeat that I know it would please WHD so damn much and I know he would never venture this suggestion himself that I had to put my two cents worth in. So please think it over and hurry up and decide as I am tired of writing in the proofs- Sponsor - Mrs. Razorlee Raspberry or Mrs. Gustavus Goosegrease!!

With best regards,

Hurriedly,

*Billie*

*P.S. Don't have time to reread this incoherent note - Hope it makes sense. by*

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: Hugh Liedtke

FROM: Billie Jackson

CC:

DATE: February 24, 1956

SUBJECT: Commissioning List

Hugh:

Would you like to an invitation to the Petroleum's stockholders for the Scorpion's christening? Would you prefer to use the ones we are sending ( with a print of the artist's concept like we are using on the regular invitations) or for practically the same price you could send them a separate one.

If you want to send a separate announcement, shoot it to me as soon as possible with instructions to forward onto your transfer agent in New York for addressing. Please specify the amount.

If you want to use our invitation, please let me know about the envelopes and authority to ship to your transfer agent. Bear in mind it will take several days for the material to reach New York.

Personally, I think it would be best if you sent them a separate letter and it would only cost about three dollars to use the cut of the platform on the top ( or bottom) of the letter, but that is for you to figure out. If you would use your separate one I think I could expedite the mailing of it faster.

Please let me know by Monday or Tuesday at the latest.

Give Betty my very best regards and the same to you.

*Billie*

To: George Bush

From : Wayne Dean  
February 24, 1956

Air Mail- Special Delivery

Subject: Tentative Schedule of Events- "Scorpion" Christening

10:00 A.M. - Drill Barge "Scorpion" open for inspection.

12:00 Noon - Christening Ceremonies

Invocation: R. G. LeTourneau

Hugh Liedtke- Introduce several  
of visiting dignitaries ( Murray, Pres.  
of Oil Well and Shaffer, President of  
Standard Oil) etc.

Speaker - George H. W. Bush

Christening - By Sponsor ( champagne or U.S. Flag?)

12:30 P.M. Lunch  
( Note: if to be at a local park will specify where  
to board busses)

2:00 p.m. Drill Barge "Scorpion" open for inspection.

3:30 P.M. Raising and Lowering of Drill Barge Scoppion

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date 2-16-56 19\_\_

Attention: Billie

From: G. Bush

Hugh is in Phoenix and has the list which you sent to us. Attached is an old list which we prepared and believe most of these names are on the final mailing list. If they are not, will you please add their names?

GB:JMcB  
Attachment

In Reply to Above:

Extra Copy To:

BILLIE JACKSON

GEORGE BUSH

JANUARY 19, 1956

Please prepare this attached letter to the stockholders and  
mail it out as soon as you can. Thanks.

GB:McB

Encl.

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date February 6, 1956

Attention: Billie Jackson

From: George Bush

As soon as Jerry decides what printer to use on the invitations, please have the invitation as drafted by me sent over to the printer and proofed out. This will be no additional expense and that way we can tell if it is what we want.

There is no rush on the finalizing of the catering arrangements, but there is a rush on getting the invitations and the date squared away since we should mail them at least ten days before the christening.

In Reply to Above:

**GB:JMcB**

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date February 7, 1956

Attention: Billie

From: George Bush

I just talked to Lou Flora with LeTourneau. He says they want LeTourneau's name left off the invitations and they do not want to be co-hosts, but that they would help with the cost. I asked him whether Mr. R. G. would deliver the invocation and he said he thought that he would. Therefore, would you please do two things:

- (1) Have the invitations proofed up leaving LeTourneau's name off.
- (2) As soon as the date is set call Longview to determine for sure whether Mr. R. G. and Dick will be at the christening. If the answer is affirmative, then have Mr. R. G.'s name put on the program next to Invocation. As soon as the date is set we will try to come up with a speaker, and his name will also go on the program.

In Reply to Above: Tell Wayne it is very doubtful that my father or any of the other Senators will be able to get off since the legislative calendar is pretty full during the first week in March.

Will you also send us a list of invitations to us here at Midland. I am sorry I did not bring this back with me.

GB:McB

Extra Copy To:

Saturday February 11.

Dear Billie:

Will you please call you friend over at Gren and ask him to beat out 1000 of the attached letter, affixing Liedtke's signature and using the following letterhead

ZAPATA PETROLEUM CORPORATION  
BOX 2216  
Midland, Texas

If he can use the same type face as above it would be fine although that is not essential.

In all likelihood we want the letters mailed to J.P.Morgan Incorporated 23,Wall Street, New York, N.Y., but don't have them sent until you hear from me. They are the transfer agents. Have Gren hold them awaiting instructions. We want them dated Feb 20th if he can get them out in the middle of this week. If not, then please re date the letter. In case he needs some Petroleum stationery for any reason I amatta him g a couple of pages....Please have him buy and print 1000 envelopes (cheap and plain using Box 2216, Midland ZPC) These he can send to New York along with the literature when we get the OK from JP..

Thnks alot---- GB

Billie Jackson

George H. W. Bush  
December 28, 1955

Billie:

Will you please make a note that we will have a director's meeting in our office following the company's annual meeting. Would you please tell Wayne of this when he returns.

Secondally, we plan a trip to Galveston that Monday afternoon for the directors to look over the LeTourneau platform. Please make a note of this so that we will have a company car available.

Very truly yours,

George H. W. Bush

GHWB:SC

Billy Jackson

George H. W. Bush

November 23, 1955

Billy:

Thanks for the picture of the Nola. If possible I would like to have three more prints out here. Also would you please send one of these pictures of the Nola and one good picture of the platform in the water to Sorg Printing Company, attention Vic Flaherty. Tell him that these pictures are for the Zapata Off-Shore Company Annual Report. Would you please write appropriate captions for each of these pictures and attach them with scotch tape to the bottom. On the Nola I would suggest that you make reference to drilling on Federal Blocks --- for Standard of Texas, and on the LeTourneau make reference to the fact that the barge is in 30' or 32' of water. I am sure Russ will be of some help to you if you need any suggestions. I am sending the copy for the annual report directly from here to Flaherty. You might check with the bank if you would to see if they want to handle the mailing or if they want Flaherty to handle the mailing. Also would you please compile a list of people, other than stockholders, to whom this report should be mailed. I believe you have some such list. We will try to get this report mailed to the stockholders within the next few weeks. I will probably be in Houston next week so we can discuss it then.

Very truly yours,

George H. W. Bush

GHWB:SC

ZAPATA OFF-SHORE COMPANY  
Inter-Office Correspondence

TO: Hugh Liedtke - Midland

FROM: Russ Mosby

CC:

DATE: August 18, 1955

SUBJECT: Authorization Certificates

Dear Hugh:

Please arrange to send two sets of the following to the Houston office as soon as possible.

1. Photostat copy of Authorization Certificate for Zapata Off-Shore Company to do business from Secretary of State of Delaware.
2. Photostat copy of Authorization Certificate for Zapata Off-Shore Company to do business from Secretary of State of Texas.
3. Extract of Corporation Charter- showing Purpose Clause.

Thanks,

  
Russ

*used 8/18*

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date July 26 19 55

Attention: Billie

From: Mr. Bush

We are returning herewith letter form Department of Insurance and Banking, Nashville, Tennessee.

GHWB

In Reply to Above:

Extra Copy To:

**ZAPATA OFF-SHORE COMPANY**

**INTER-OFFICE MEMORANDUM**

TO HOUSTON

MIDLAND

Date July 26 19 55

Attention: Billie Jackson

From: GHWB

Regarding the Oil Well cover letters on the Reagan contract, I handed the Reagan letter to John Irwin. I do not need extra copies of the contract.

Thanks for your note about these matters.

GHWB

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date July 26 19 55

Attention: Mr. Hackney

From: Mr. GHW BUSH

Please set up a file on the Oil Well Supply Company invoices. We will take care of the payment on this end, but I am anxious to have a complete file there in the Houston office.

If there are any questions on this please contact Mr. T. Houghton.

GHWB

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date July 23, 1955 19    

Attention: Mr. Wayne Dean

From: Juanita McBride - Midland

Mr. Bush has requested that you have Billie deliver the attached to Denman Moody if you think it is something in which he might be interested.

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date July 28 19 55

Attention: Mr. Hackney

From: Mr. George Bush

I am attaching the following papers hereto:

Resolution to be adopted by Zapata Off-Shore Company's board of directors.

Letter from J. B. Black, City National Bank, to Zapata dated June 10th.

Copy of a letter from Arthur E. Muller addressed to City National Bank dated June 8th.

Statement by Notary.

~~In Reply to Above~~ Bond of Indemnty.

Will you please hold these papers in Houston - Hugh Liedtke will be there next week at which time he will arrange to hold a directors meeting with Messrs. Dean, Parish and Underwood. When they have that meeting be sure that these lost stock certificate papers are presented to either Mr. Dean or Mr. Liedtke so that the board can act on accordance with the resolution which I have drafted.

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date July 28 19 55

Attention: Mr. Wayne Dean

From: Mr. George Bush

I think that the program outlined in the attached letter will be satisfactory. I would like to suggest that perhaps you put Russ or Hackney in charge of this project since it will be important to us that someone follow it very closely. We have to be awfully careful that this Off-Shore magazine does not put any pressure on any of our suppliers to take advertising space in their issue. I would be happy to talk to Mr. Latham about this when I get back from my vacation. In the meantime if you like the idea of dealing with them, I suggest that you contact Latham directly, giving him our approximate time schedule.

GHWB

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date July 5 19 55

Attention: Billie Jackson

From: Mr. GHW Bush

**Dear Billie:**

**Our Blanket Honesty Bond covering the entire Zapata Off-Shore Company has now been placed. Therefore, will you please immediately cancel the bond taken out in Houston and request that the unused premium be returned to us by check.**

**Thanks.**

**GHWB/cd**

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date June 27 19 55

Attention: Billie Jackson

From: Mr. GHW Bush

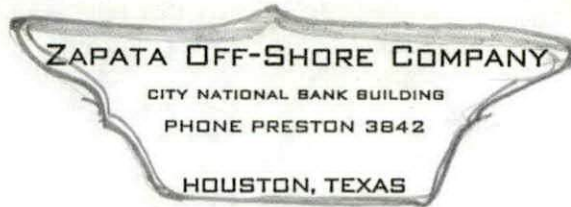
Dear Billie:

Will you please reserve one single room for M. R. Voltz, Zapata Drilling Company, at the Rice Hotel for September 26 through 28th. This is for the Drilling Contractors' Convention so it may be difficult to get him in the Rice. If you can't perhaps you can get him a room at one of the other hotels.

Thank you.

In Reply to Above:

Extra Copy To:



HOME OFFICE  
MIDLAND NATIONAL BANK BUILDING  
MIDLAND, TEXAS  
PHONE 2-0521

June 20, 1955

Memo: From Ian Figart to George Bush.

George;

In regard to your telegram of the seventeenth I was not able to get any information from American Tide Lands direct as they are keeping very quiet about the whole thing, possibly on account of the liability of the shipyard in regard to the salvage and repair of the barge and I am sure that they are afraid of anything getting out that might make them appear negligent.

I was able, however to talk to George Blair who is an independent marine surveyor and is also closely related to the president of the Alexander Shipyards that constructed the vessel.

I assume that his information is as near correct as we will be able to obtain at present as he seemed to be sure of his facts and was not reluctant about talking about it as were most of the other people with whom I talked.

It seems that the barge had already completed the well which was the first that it had drilled and was in the process of moving off of location. Fortunately it was a dry hole.

During the drilling operation the barge had shifted from location several times due to rough weather and sometime during that period a pontoon had ruptured and sprung a leak. Whether or not at the time they were trying to raise the barge they knew about this I do not know nor does anyone else seem to know. However Mr. Blair said that they had one end of the barge raised and one pontoon pumped out and were trying to pump out the other when the barge listed and the drill pipe and loose material broke loose and went over the side. The barge then righted herself momentarily and then went right back and turned over on her side. Incidentally the mast had already been layed down.

At the time this happened they had a diver over attempting to stop the leaks and had just brought the diver up when it happened. It would seem that possibly they were still pumping out the main hull and had reached a point where the barge lost its stability or possibly the bottom gave away where the barge was still resting. At present the facts about this do not seem to have been determined.

In regards to the insurance Loyds of London had the barge covered except for the period in which it was actually being raised or lowered so that it would seem that the insurance company is not liable, however

Alexander gave a six months unconditional guarantee and had their own personal supervising the operation at the time of the disaster. It is the opinion of the insurance people here that the shipyard is liable for salvage and repair of the barge and the equipment aboard and I understand from Blair that the shipyard is thinking in terms of three hundred thousand dollars for salvage alone.

I think this covers the information that I can readily gather and I hope it will be of help. If I can come up with anything else or can get this information verified from another source I will let you know.

Best Regards, and hoping to see you down this way soon,

  
Ian Figart

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date June 16 19 55

Attention: Billie Jackson

From: Mr. Bush

The 50 copies to G. H. Walker & Company in New York are correct and I know that I told you 150 to Underwood Neuhaus. That is perfectly alright that you gave them all that you have and in the future we will know to order more as they are already going to need as many as 500.

Best Regards.

In Reply to Above:

Extra Copy To:

June 15, 1955

Mr. Russell C. Mosby  
Zapata Off-Shore Company  
c/o R. G. LeTourneau, Inc.  
Longview, Texas

Dear Russ:

I assume that you have read my letter from Mrs. Hampton in my Father's office in Washington. I would appreciate it if you would advise me immediately upon receipt of any communication from the FCC so that I may contact Mrs. Hampton.

From her letter I am concluding that everything is under control.

Very truly yours,

George H. W. Bush

GHWB/cd  
cc: Wayne Dean

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date May 23, 1955 19    

Attention: Billie Jackson

From: George H. W. Bush

Thank you for the forms on Mississippi and Arkansas. Have we heard yet from the SEC in Washington? Those are the forms that are the most important to us at this point.

GHWB:Mc

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date May 14th 19    

Attention: Billie

From: GB

**Billie:** Please type up the attached revision of the National Supply letter and get it over to National on Monday if possible. I have put a covering letter on here for Vaughn- copy to Kerr, etc.

Also, did you mail the Hunt agreement to J & H and the two copies to Seals as he requested?

In the National redraft there is a little grabbed part about sub heading three so read through that whole part before you begin to transcribe that part.

GB

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY  
Inter-Office

ZOSC  
Inter-office

To: Juanita McBride

May 4, 1955

From: George Bush

Dear Juanita:

Will you please get out of the file our folder on the Blue Sky provisions for the Off-Shore Company. There are certain reports that we are supposed to make to each state regarding the financing. For example, I know that we are supposed to report immediately to Wisconsin the overall expenses involved in the organization of this company.

Would you please list for me the various requirements of the states so that when I get back we can attend to these things. In this connection will you ask Rosemary to prepare a complete breakdown on Blue Sky organization expenses for the Off-Shore Company, including such things as printing, taxes, fees, lawyer's fees, etc.. This can be roughed out and we will then prepare a letter for the Secretary of State of Wisconsin and any others that may be required.

I am attaching hereto a breakdown taken from the Houston checkbook. You can give this to Rosemary so there will be no duplications.

Best regards,



Inter-Office

To: Juanita McBride

May 4, 1955

From: George Bush

Dear Juanita:

Will you please get out of the file our folder on the Blue Sky provisions for the Off-Shore Company. There are certain reports that we are supposed to make to each state regarding the financing. For example, I know that we are supposed to report immediately to Wisconsin the overall expenses involved in the organization of this company.

Would you please list for me the various requirements of the states so that when I get back we can attend to these things. In this connection will you ask Rosemary to prepare a complete breakdown on Blue Sky organization expenses for the Off-Shore Company, including such things as printing, taxes, fees, lawyer's fees, etc.. This can be roughed out and we will then prepare a letter for the Secretary of State of Wisconsin and any others that may be required.

I am attaching hereto a breakdown taken from the Houston checkbook. You can give this to Rosemary so there will be no duplications.

Best regards,

cc: Rosemary Kehlenbach ✓

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 22 1955

Attention: Juanita

From: Billie

Dear Juanita:

Mr. Bush asked if you would please look in his personal file and get his birth certificate, have it photostated & send the copy here to this office. Try to get it in

In Reply to Above:

the noon mail. He has to have it in regards to the Standard of Texas Contract.

Many thanks,  
Billie

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 22, 1955

Attention: Mr. George H. W. Bush

From: Juanita

After your call this afternoon, I tried to contact Mr. Chancellor but he is out of town and will not return until Monday. Therefore, I talked to Joe Gould, the little man who was up to see you about ten days ago, and according to him there can be no discount whatsoever given on the dictaphones, either through West Texas Office Supply or direct from the dictaphone people. Anyway, I am listing below the prices he gave me:

1 - P-5 Model	\$395.00
	23.70 tax
	<u>\$418.70</u>
1 - TB-5	\$340.00
	20.40 tax
	<u>\$360.40</u>

In Reply to Above:

Just called Melvin Smith Chevrolet Co. in Grapevine and the girl said they can get the car for us the same as the other one, and she thought at the same price; however, if anything comes up she will call us. She also thought it could be delivered the first part of next week.

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 12 19 55

Attention: Billie Jackson

From: Mr. G.H.W. Bush

**Dear Billie:**

**Please call Elkins' office to arrange meeting room for Zapata Petroleum Corporation directors meeting to be held April 19 around 10:00 a.m. until????**

**This is not urgent in that if Elkins does not have room available we can no doubt get something else.**

In Reply to Above:

**GHWB**

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 7, 19 55

Attention: Juanita

From: Billie

Many thanks for the copies of the letter to Mr. Rhees. Probably I did not make myself clear, but I only requested copies of the letters that are written for Mr. Dean's signature. What the boys write in Midland for their signature is certainly none of my business. When they ask for a copy of their letter ( like the time Mr. Liedtke asked for the cover letter to Standard of Texas, ) and I don't have it in this office I don't feel that I am at fault. And please don't ever re-type an copy for me. I can always go upstairs and use Warren Petroleum's verifax printer if I get pushed.

In Reply to Above: So honey, I know how busy you are so don't apologize. As long as I have one copy of something written for Mr. Dean's signature I can manage the rest. Leave us hope we can soon put a stop to the Oklahoma mail, now that our baby has arrived.

Regards,

Billie

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 6, 1955 19\_\_

Attention: Billie Jackson

From: George H. W. Bush

Here is a change in the room situation for April 17th. We need:

John J. Bush	Single
M. R. Voltz	"
G. H. Walker, Jr.	"
A. E. Palmer, Jr.	"
Howard J. Whitehill	"
W. C. Liedtke, Jr.	"
George Bush	Double
J. Hugh Liedtke	"
Ben Whitehill	"
W. L. Kistler, Jr.	"

Total: 6 singles, 4 doubles.

In Reply to Above:

Will you please make these reservations and then re-confirm them next week.

Thanks.

GHWB

GHWB:JMc

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 6, 1955 19    

Attention: Mr. Hoyt Taylor

From: George H. W. Bush

Hugh and I plan to go up to Vickburg after our meeting in Houston. We'll probably be at Vickburg on Thursday, April 21. Will you check with Bane or Dick LeTourneau to see if for any reason that date will not be satisfactory to their Vickburg people.

See you in Houston.

George

In Reply to Above:

**GHWB:JMC**

Extra Copy To:

**Houston Office**

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

APR 6 1955

Date March 31 **ZAPATA** 19 55

Attention: Billie Jackson

From: Mr. Bush

Dear Billie:

Please check check book to see if checks written on Houston bank account for Blue Sky provisions total \$2872.50.

Thanks



GHWB

In Reply to Above:

	.00*
TEXAS	1,737.50
Colorado	25.00
Mississippi	100.00
OKlahoma	300.00
Arkansas	250.00
Wisconsin	200.00
Missouri	260.00
	2,872.50*

Bank account total for Blue Sky provisions total \$2872.50. Slip attached.

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 5, 19 55

Attention: Billie Jackson

From: J. Hugh Liedtke

I regret that I will not be able to be at the Desk & Derrick club meeting at Houston on Wednesday. Unfortunately, it is necessary for me to be in Tulsa at that time. I sincerely appreciated the invitation.

J. Hugh Liedtke

JHL:JMc

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 5, 1955 19    

Attention: Billie Jackson

From: Hugh Liedtke

**Please reserve an additional single room at the Shamrock for the 17th and 18th and confirm to me at Midland.**

**Best regards.**

**Hugh Liedtke**

**JHL:JMc**

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 5, 1955 19    

Attention: Billie Jackson

From: George H. W. Bush

From time to time we will have matters of a very confidential nature in our office. Will you please handle our correspondence with Wayne in such a manner that no one but him gets to see it. We want to cooperate with our underwriters in every way, but before we release any information to them of any kind I want Wayne to screen it. This is especially true of major contract deals or major purchases of equipment.

George Bush

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

RECEIVED

APR 4 1955

ZAPATA

TO HOUSTON

MIDLAND

Date April 1, 1955

Attention: Juanita McBride

From: Billie Jackson

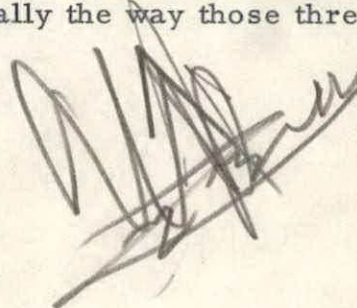
Dear Juanita:

Do you have several extra copies of the proposal you wrote for Sinclair Oil & Gas and sent to Mr. Dean for his signature? If so, would appreciate your sending them to me, if not I will make copies.

My cross filing requires two to three copies for this office. This pertains to letters or proposals or anything that carries Mr. Dean's signature. For example: One copy of any correspondence with his signature stays in a pressboard folder in his desk; One copy is placed in the Sinclair file and one copy in the subject file of Proposals Submitted, 1955. So if it is not asking too much, anytime you write something for his signature, slip in a few extra copies and it will save me from having to make more. ( And don't think those extra copies don't come in handy-- especially the way those three boys pick up things!)

In Reply to Above:

Regards,



Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date April 1 19 55

Attention: Billie Jackson

From: Connie Draffen

Dear Billie:

The attached letter and etc., Mr. Bush has asked I send on to you. I have written S. M Rosamond of our action and that he or she could expect to hear from you all.

Connie

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 31 19 55

Attention: Billie Jackson

From: Mr. Bush

**Dear Billie:**

**Please check check book to see if checks written on Houston bank account for Blue Sky provisions total \$2872.50.**

**Thanks**

**GHWB**

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 28 19 55

Attention: Billie Jackson

From: Mr. Kiedtke

**Dear Billie:**

Please get plane reservation from Houston to New York on Eastern Airlines flight leaving Houston at 3:30 p.m., April 19th. This reservation will be for Mr. W. L. Kistler, Jr. Let me know when it is confirmed so that I may notify Mr. Kistler.

Thanks,  
JHL

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 28 1955

Attention: Mr. Bush

From: Billie Jackson

Mister B:

Didn't you accidently put my copy of the excerpts of the Standard of Texas contract in your brief case? I had mailed a set to Midland. In case you need it that is okeh, I just wanted to know where it is.

Regards,

*BJ.*

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 23 19 55

Attention: Billie Jackson

From: Mr. Bush

**Dear Billie:**

Please call Mr. Underwood and tell him that Hugh and I will not be in Houston until Friday morning. He thinks that Mr. L. and Mr. B. are going to be there Thursday.

Thanks.

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 23 19 55

Attention: Billie Jackson

From: Mr. Bush

Dear Billie:

I'd like to see copies of all the recent papers regarding Off-Shore from the API meetings held in New Orleans. Please see if you could get these for me.

Mr. Liedtke and I will meet with Mr. Domercq on Friday morning so we will see you then.

GHWB

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 23 19 55

Attention: Billie Jackson

From: Mr. G.H.W.Bush

**Dear Billie:**

Please don't worry about the reports. I am sure that I am as much to blame as anyone for the duplicate mailing. We do not think we should write the people who received two to get the statements back.

Regarding the girl that you have in mind for the office, although we want to postpone hiring anyone as long as we can, I will be happy to talk to her on my next trip to Houston.

**GHWB**

In Reply to Above:

Extra Copy To:

## ZAPATA OFF-SHORE COMPANY

## INTER-OFFICE MEMORANDUM

TO HOUSTON MIDLAND Date March 21 1955Attention: Mr. BushFrom: Belle Jackson Re: Miss Val Purrington  
30 years old

Mr. B.:

Just interviewed a girl for the office - when we get located and Hoyt & the men move down.

She came with very good references; nice, clean looking & I would say very capable. Good on short hand, typing, fair bookkeeper. (not higher accounting) and can operate most

In Reply to Above: all of the business machines, such as Comptometer, Calculators, adding etc.

She has been with the George & Herman Braun Company for 6 yrs. Left them 3 months ago - she would rather not say the name of the independent operator she is working for now. She is dissatisfied there because she does

Extra Copy To: not have enough to do.

Every thing about her pleased me very much - but her salary! She is making \$375.<sup>00</sup> a month and does not see how she could start for less. She said she didn't work by the clock and long hours did not bother her, but she was one of the first employees when Geo. & Herman Brown organized and she would not be afraid to tackle any job.

I told her that I would contact her when you came into town as I did not know what appropriation you and Mr. Dean had set aside for this job and I would prefer she talk to you. (It may be a week or ten days before Mr. Dean returns unless Mrs. Dean gets better).

Of the many I have interviewed, she is the only one that I would trust leaving the office with. However, we still have plenty of time but I would like, if possible, for you to see her when you are here. Probably she would consider starting for less money.

I'm sure Mr. Dean would like her, and Hoyt also - because she went to the University of Kansas!

Best regards,  
Billie

3/21/55

To: Connie + Juanita  
From: Billie

Re: Zapata Petroleum's Annual Reports

Dear Connie:

I have no way in which to check the number of these reports I received. Long did not send me a shipping tickets, as one of their salesman delivered them on his way home.

I can not check the postage as they all weighed different amounts. You have the list I went by so that would be the only way. I am returning Mr. Bush's letter with my notations I made on it at various times. If Long sent 190 copies as Mr. I larety said - then I certainly misconstrued the letter and mailed too many. I had argued about sending so many duplicated but was told "to follow the instructions". No outsiders got a copy, or any copies. No one, other than myself, got their hands on a copy to look at it but Parish + Dean Taylor was here but did not look at one.

I'll retrace my steps to you + me

I found the writing but I have a repair in my machine with all my tabs set. B.G.

Billie

can probably find the missing ones in the mail. If not Lang will reprint us more.

(1) When the instructions came in I took the Walker Bush stickers & following the list of the stockholders of that firm, (just in case you had overlooked typing one) put it on the envelope & placed the report in it. When it said send this party 8-6 or 16 copies - I placed that many in the envelope.

I put this group aside as the instructions said to include a Zapata Pet. Corp. report with the W. Bush.

(2) I took the stickers for the Zapata Pet. & put them on the envelopes following the stockholders list - and put them aside in a separate drawer awaiting the insertions. When your notation said six copies (I said 16, I think) or whatever notation, I marked it on the envelope. That was where I could see there were too many duplications i.e. -

from } -- Vincent Astor - 1 Zapata Petro. & 1 W. Bush  
memory } -- Vincent Astor - 1 Zapata Petro.

Two separate mailings. Two separate sticker addresses were sent - and I was told to follow the instructions. When the Petroleum reports came in I put them in the envelopes & when it said

to send more I complied with the notations. I placed the Petralium group aside as they were to have only that report.

③ I got the Walker-Bush group and enclosed a Petralium report in there. and repeating from Mr. Bush's instructions - 'To each Walker-Bush stockholder mail a copy of the Zapata report and a copy of the Walker-Bush report. Several stockholders require more than one copy. These are noted on the lists which we are sending you. Please comply etc.' Now that is where the missing 40 copies could be. To a Walker-Bush stockholder that required six copies of Walker-Bush I also put in 6 copies of the Petralium report. Should I have just included one copy? It did not seem an ambiguous statement to me or I would have called you - even at home at seven o'clock.

You have the list + can check if this could be the forty missing copies. Would it be all right for me to write to the parties to return the copies sent in duplication?

I'm certainly sorry this happened. I feel it would + told Messrs. Blaw, Taylor + Parish that too many cooks spoil the pie! But not knowing the

legal procedure of annual reports for a stockholder we went by instructions. I wish some one would explain to me why only one mailing - say to Vincent Astor - enclosing one Petroleum + one W. Bush report would not have been sufficient? I knew why did I receive two stickers of the same name to place on different envelopes? I couldn't answer that so I had no rebuttal. But please let me know what was wrong + where they are so I can stop worrying. But rest assured - no outsider got them. After I sealed them there were just about four left + I put them in an envelope <sup>addressed</sup> - to Midland + locked them in the cabinet along with the 20 remaining ones I had to mail Friday.

Please return Mr. Geo. Bush's original letter to me for my records.

Again, I'm sorry -  
Billie

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 11, 1955 19    

Attention: Billie Jackson

From: Juanita McBride

Billie, would you please make a search of your files to see if you have the papers regarding our qualifications to do business in Texas and Louisiana. We can't seem to find them here, and thought they might be in the Houston office.

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date March 11 19 55

Attention: Juanita McBride

From: Billie Jackson

RECEIVED

MAR 14 1955

ZAPATA

Have enclosed the remaining Zapata Petroleum's Annual Report, and the list you sent me. Mr. Bush had written the instructions so thoroughly that I did not need to call on you. The only hitch was the fact that they were so late in getting here from the printers and we practically ran out of stamps in the building. I had to wait until this morning for the post office to open to mail out about twenty remaining ones for Texas and Oklahoma. Bobbie Parish held the mail box open while I pushed them in last night! I sent all the Walker Company's in one envelope to New York and St. Louis, - Air-Special, so they should have it by now.

~~Mr Reply to Above:~~ I used \$14.90 of my stamps. Mr. Bush asked me to keep a record of the amount. I have it charged against Z.P.C. on my petty cash record. Bob said the reports probably weighed more than you figured they would and I thought they were still wet from the printers - anyway, they sure took a lot of stamps as I have no idea how many you sent me but they hardly covered the two Walker companies. I sure was wishing for a Pitney-Bowles desk meter about 7:30 p.m. yesterday.

Best regards,

Extra Copy To:

Billie

Many thanks

copy to Mr. Lockett of B.H. Wagon Co. in  
New York as per above:

In Reply to Above:

copy of this letter to his office + a  
copy for file copy. Please you please send a  
copy to Houston that did not bring an  
the original letter with him when he  
to Atlanta of Japan. Mr. Birch brought  
write a letter (which was agreed by B.H.W.)  
on or about January 27, 1955, Mr. Lockett

Dear Billie:

Billie Lockett

From:

Attention:

MIDLAND

HOUSTON

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

ZAPATA

MAR 16 1955

Date

March 15 1955

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date February 28, 1955 19    

Attention: Billie Jackson

From: George Bush

I am returning the quotations that you sent me on the office furniture. It is difficult to tell just from these quotations which is the best, but I believe I prefer Suniland. My main interest is that the office be decently but not lavishly furnished. The quotations seem to be reasonable.

On the carpet, I think we should get by with something that is serviceable, but again not lavish. The same goes for any drapes that are required. I am sure you will use your good judgment along these lines. I would like to have a table behind the desk I am to use when I am there if it will fit in the office without crowding it up too much.

In Reply to Above:

Extra Copy To:

## ZAPATA OFF-SHORE COMPANY

## INTER-OFFICE MEMORANDUM

TO HOUSTON MIDLAND Date Feb. 26 1955

Attention:

Mr. George Bush

From:

Billie

I have attached the furniture quotations for your decision.

This has been a game of playing "three against the middle" - especially when all of them started with a \$4500.00 quote!

I did not list a supply cabinet

In Reply to Above: because I want to wait & decide where I can put it. I'll worry about that later. I haven't had time to see to the drapes as yet. I also feel I'll have a better "bargaining" advantage if we get everything at one place.

Extra Copy To:

I'm not going to say which one I

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date \_\_\_\_\_ 19\_\_

Attention: \_\_\_\_\_

From: \_\_\_\_\_

prefer<sup>d</sup> I don't want to influence you.  
I'm sure it doesn't matter with ~~Mr.~~ Dean -  
just as long as the price is okay.

Billie

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date February 24, 1955 19    

Attention: Wayne H. Dean

From: George H. W. Bush

I am sorry I have not gotten the figures to you on the operation cost, but I am still waiting for one figure. I will have these figures to you by Monday.

JMc

George

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date February 14, 19 55

Attention: Billie Jackson

From: Juanita McBride

Billie, as best as I can figure it out, Mr. Bush wants the policies concerning the Z.O.S.C. automobiles kept in this office as they are made out jointly to Z.O.S.C. and Zapata Petroleum. However, we are enclosing the necessary papers for licensing the Chevrolet as he feels that this should be done in Harris Co. We do not have any of the papers necessary for licensing the Olds, therefore we are assuming that you have these in the Houston office. For the Chevrolet, we are enclosing: 1. Transfer Registration Receipt, 2. Application for Texas Certificate of Title for a Motor Vehicle, and 3. Registration or Transfer of Motor Vehicle on which no sale, use or Transfer Tax is due.

If there is any other information which you would like to have and that I can furnish, just let me know.

(P. S. I presume he wants the Olds licensed there, too.)

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date Feb 10 19 55

Attention: Juanita Mc Bride

From: Billie Jackson

Juanita, please brief me - I received the Certificate of Titles on the Olds + Chevrolts today. Shouldn't these be kept in Midland with the policies etc.? I've have photostatic

In Reply to Above:

Copies made of them so the Corp can carry them in their care, if necessary. Please let me know.

Regards,  
Billie

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date 14 February 19 55

Attention: BILLIE JACKSON

From: Rosemary Kehlenbach

In answer to your note, the account for Furniture & Fixtures is No. 220. I thought Ann said she had furnished you with a chart of accounts for the Off-Shore, but if she hasn't let me know and I will make you a copy, as having this will certainly help you in determining just what goes where.

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date February 22 19 55

Attention: Mr. Wayne Dean

From: Mr. George H. W. Bush

Wayne:

Please look over the attached letter and telegram. If you would like a copy of this have Billie make a couple for your file but I would like to have the original back as soon as possible.

Based on coverage of \$125,000, we should figure approximately \$350.00 a day on all our costs computations.

GHWB/cd  
Encl.

In Reply to Above:

Extra Copy To:

230

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

Dallas

~~MIDLAND~~

Date February 2, 1955

Attention: Mr. Sam Winstead

From: Billie Jackson

Dear Mr. Winstead:

I have attached a Waiver of Notice of Special Meeting of Board of Directors for your signature. After you have signed this please return it direct to the Midland Office.

Many thanks,

*Billie*

In Reply to Above:

Extra Copy To:

# Withdrawal/Redaction Sheet

## (George Bush Library)

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION	CLASS.
02. Letter	From Billie Jackson to George Bush RE: Personal medical information (2 pp.)	1/19/55	C	
<b>COLLECTION</b>				
George Bush Personal Papers Zapata Oil File Business Correspondence Files				
<b>FILE LOCATION</b>				
[Inter-Office] Correspondence - Billie Jackson [1954-1959]		OA/ID Number		
		Date Closed	11/01/99	

### RESTRICTION CODES

**Presidential Records Act - [44 U.S.C. 2204(a)]**

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

**Freedom of Information Act - [5 U.S.C. 552(b)]**

- F-1 National security classified information [(b)(1) of the FOIA]
- F-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- F-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- F-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- F-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- F-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- F-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- F-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date January 18, 19 55

Attention: Mr. Wayne Dean

From: Mr. George Bush

We heard from the New York insurance people and I thought you would be interested in knowing that they had been dealing with Giffin's Company on the Hull insurance for the LeTourneau barge. I think it would be a mistake to tell Giffin about it at this time but his firm appears to have the inside track.

Best regards,

In Reply to Above:

Extra Copy To:

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date Jan 15th 19\_\_

Attention: Mr. Dean

From: Bush

Wayne:

Don Fitch needs to know your residence address.

I suggest you give your apartment in Houston. Please fill it in below on this paper and return the original to Don Fitch/Robertson, Jackson, Payne et al, Republic National Bank Bldg., Dallas, Texas- send me one copy.....

Wayne H. Dean

In Reply to Above:

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Houston, Texas

CHWB

Extra Copy To:

Inter - Office

To: Mr. George Bush

From: Billie Jackson

Date: December 14, 1954

Dear Mr. Bush:

Thank you for the informative note you left me in my typewriter. Yes, I have recuperated from my operation and feel that I owe part of my excellent recovery to you and Mr. Dean. You two certainly were nice to me by assuring me not to worry about the office. I think I worried more about the office than I did the operation.

The door sign is changed to read Zapata Off-Shore Co.. Mr. Dean laughed and said he didn't know the name of his company!

You spoke of ordering stationery and calling cards for the men. Please order a very limited amount of cards if you are having this telephone number printed on them as we will have a different number after we get in our permanent office. We are being assigned a rotary phone with inter-com system between the reception room and Mr. Dean's office. We are allowed a six months 'grace' period before we take the additional rotary number. At present writing ( after the news article in the paper) I believe I could use the extra phone today.

You asked me to fill out a W-2 form but I believe you meant a W-4 form. I mailed a W-4 form to Midland on December 1st. If you do not have it there I will forward you another.

Again, thanks for your flowers and kindness when I was in the hospital. If I pull another stunt like that - at 40 years of age-- well, I will suggest to Zapata and J. O. Jackson also that you two trade me in on a couple of 20's!

Best regards,

*Billie*

Billie Jackson

ZAPATA OFF-SHORE COMPANY

INTER-OFFICE MEMORANDUM

TO HOUSTON

MIDLAND

Date 12-29-54 19\_\_

Attention: Dean

From: Bush

attached is a copy of some bid forms and an original letter from  
Burrus Mills- Will you please acknowledge this letter.

George

In Reply to Above:

Extra Copy To: