



# **Ford Foundation records, Office of the Secretary, General Office Files**

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## Table of Contents

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Summary Information .....	3
Scope and Contents .....	3
Arrangement .....	3
Administrative Information .....	4
Related Materials .....	5
Collection Inventory .....	5
Subject Files .....	5

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## Summary Information

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<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Ford Foundation
<b>Title:</b>	Ford Foundation records, Office of the Secretary, General Office Files
<b>ID:</b>	FA693
<b>Date [inclusive]:</b>	1954-1998
<b>Physical Description:</b>	2.4 Cubic Feet
<b>Language of the Material:</b>	English

### Preferred Citation note

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

[^ Return to Table of Contents](#)

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## Scope and Contents

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General administrative files.

[^ Return to Table of Contents](#)

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## Arrangement

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Arranged in 1 series: 1. Subject Files.

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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### Processing Information

Level 1 Minimal Processing has been conducted to establish basic intellectual and physical control of the material and assess immediate preservation and conservation needs. Material remains as received, in original folders and storage boxes.

### Conditions Governing Use note

Completion of a use agreement is required prior to providing scholarly access. See RAC Head of Reference (or applicable designee) for details. Ford Foundation holds title, copyright and literary rights in the collection, in so far as it holds them. The Rockefeller Archive Center has authority to grant permission to cite and publish material from the collection for scholarly purposes. Permission to publish extensive excerpts, or material in its entirety, will be referred to the Ford Foundation.

### Immediate Source of Acquisition note

Ford Foundation archive was deposited at RAC in 2011. Ford Foundation records, correspondence, reports, program files and officers papers were transferred to, and accessioned by, RAC beginning in 2011. Accessions continue as necessary.

### Conditions Governing Access

Records more than 10 years old are open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC.

[^ Return to Table of Contents](#)

## Related Materials

### Separated Materials

Appendix A: Reports – Unpublished reports written by Ford Foundation staff and consultants were removed from their original folders, scanned and transferred to the Archives' collection of staff and consultant reports. See Appendix A for a list of these reports and their specific assigned number. The reports are listed in alphabetical order by author. The assigned number may be used to access reports in the online catalog.

[^ Return to Table of Contents](#)

## Collection Inventory

<b>Subject Files, 1954-1998</b>	
<b>Title/Description</b>	<b>Instances</b>
Appropriations Procedure and Ford Foundation Budget, 1970-1991	box 1
Basic Data on the Ford Foundation incl. History of the Ford Foundation Reports, Drafts, Historical Financial Report from 1954, 1954-1995	box 1
Bequests and Gifts -- General, 1968-1993	box 1
Congressional Letters -- How to Handle Congressional Letters Initiated by Office of Reports, n.d.	box 1
Congressional Letters and Distribution of Ford Foundation Printed Materials, 1982-1995	box 1
Dissolution of Ford Foundation Assets, 1974-1984	box 1
Ford Estates -- Henry and Edsel -- Mills Committee Hearings Re: Henry and Edsel Bequest to Tax Exempt Foundation, 1969-1978	box 1
Ford Foundation and Washington -- Incl. Correspondence with Government Officials, Grants Re: Government Activities and Initiatives, etc., 1970-1985	box 1
Government Officials -- Correspondence Re: Ford Foundation Grants, Compensation Regulations for Government Officials, etc., 1980-1992	box 1
Government Officials -- Richard Foote Case Re: Compensation for Government Officials, 1976	box 1

Conditions Governing Access:

**Conditions Governing Access**

Restricted from scholarly access.

Indemnification -- Directors and Officers, 1976-1988	box 2
Indemnification -- Directors and Officers, 1984-1998	box 2
Office of the Secretary General Correspondence -- Incl. Papers, Drafts Re: Functions and Services of OS and General Counsel, 1954-1989	box 2
Pensions -- Report Re: Inequality in Pension Benefits for Men and Women, Apr 1977	box 2
Real Estate Subsidiaries, 1976-1982	box 2
Restructuring Office of the Secretary, Grants Processing, and Individual Grants, 1994	box 2
Size of the Ford Foundation -- Correspondence, Reports Re: Pros and Cons of Large Foundations; incl. Summary of Reece Committee Investigation of Tax Exempt Foundations, 1954-1975	box 2
Travel Policies, 1964-1990	box 2

[^ Return to Table of Contents](#)