

Ford Foundation records, Administration, Building Services, Ford Foundation Headquarters, New Building Planning and Construction Files

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Rockefeller Archive Center

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Summary Information

Repository: Rockefeller Archive Center

Creator: Ford Foundation

Title: Ford Foundation records, Administration, Building Services, Ford

Foundation Headquarters, New Building Planning and Construction

Files

ID: FA500

Date [inclusive]: 1951-2011 (Bulk: 1963-1969)

Date [bulk]: 1963-1969

Physical Description: 28.69 Cubic Feet

General Physical (66 boxes. 61 letter-size document boxes, 1 legal-size document box, 4

Description note: oversize boxes.)

Language of the

Material:

English

Abstract: The New Building Planning and Construction Files span from 1951

to 1998, with the bulk of the files documenting the construction and initial occupation of the building (1964-1969). The files originate from the Foundation's Administrative Division and touch upon all aspects of the design and construction process. The earliest documents in the collection concern the acquisition of the property at 320 E. 43rd Street, site demolition, and the architectural design. The files document all aspects of the construction of the building, as well as building operations. Other files hold publicity about the new headquarters. The collection also contains photographs and slides of the site demolition and construction, the garden and offices in the completed building, and several individuals including architect Kevin Roche, who achieved

recognition for his creative work with glass.

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

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Foundation Headquarters History

Before 1953 the Ford Foundation occupied executive offices in Pasadena, California and general offices at various locations throughout New York City. In the autumn of 1952, Treasurer Oliver May signed a lease for space in 477 Madison Avenue to unite the Foundation's New York operations within a single building and, early in the following year, a decision was made to relocate the executive offices to New York City. The combined Pasadena and New York staff consolidated into one office at 477 Madison Avenue in June 1954.

The Foundation continued to expand and, between 1958 and 1961, the Board of Trustees considered the possibility of moving to a larger building or transferring some of its staff to a separate building. In early 1963, the Board decided to construct a new building for the entire Foundation and engaged a realtor to locate the site. The site chosen was that of the former Grand Central Hospital at 321 East 42nd Street, originally built in 1912 for the Hospital for the Ruptured and Crippled (now the Hospital for Special Surgery). The Foundation appointed a Trustees' Building Committee on March 28-29, 1963, purchased the hospital grounds on April 1st, and took possession of the property on June 13th. A planning committee of six, responsible for the preparation of construction requirements and the selection of an architect, was formed shortly thereafter. The Ford Foundation selected the architectural firm Eero Saarinen and Associates (later known as Kevin Roche John Dinkeloo and Associates) to design the building. In July 1963, the Foundation purchased additional property to enable the lot to encompass a full rectangle. Turner Construction Company became the general contractor on July 30, 1963 and the Foundation signed a demolition contract with the Lipsett Division of Luria Brothers on August 6. The Luria Brothers completed the demolition of the hospital and a three-story apartment building in the northeast corner of the property in February 1964.

Preliminary site excavation began on May 1, 1964. In the same month, the Trustees' Building Committee approved the initial design for a 246,000 square foot building, exclusive of garden and terraces, with executive offices on the 11th floor and restaurant facilities on the 12th floor. In December, the Committee authorized the use of Cor-Ten weathering steel in lieu of reinforced concrete. The neighboring Hermitage apartment building threatened the Foundation with a lawsuit in November 1964 over the loss of access to light and air that would result from the new construction. The litigious parties settled out of court several months later.

Construction began in March 1965 with an initial budget of \$22 million, and was completed less than two years later, but somewhat over budget. By June 1967 the estimated costs had risen to \$25.5 million. The building was dedicated on December 8, 1967, although some floors had been occupied since September. In 1995, the American Institute of Architects and the American Architectural Foundation presented the Ford Foundation Headquarters Building with a Twenty Five Year Award given to buildings and structures that have "stood the test of time for 25 to 35 years" and that "[exemplify] design of enduring significance." Two years later, on October 21, 1997, the New York City Landmarks Preservation Commission awarded the building Landmark status.

Kevin Roche, the primary architect of the building, was recruited in 1950 by Eero Saarinen and Associates. By 1954, he had become the Principal Design Associate to Mr. Saarinen and assisted him on all projects until Mr. Saarinen's death in September 1961. In 1963 the Ford Foundation hired Eero

Saarinen and Associates to design the new headquarters building at 320 E. 43nd Street. In 1966 Roche and his colleague, John Dinkeloo, changed the name of Eero Saarinen and Associates to Kevin Roche John Dinkeloo and Associates.

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Organizational History

The Division of Administration oversaw the construction of the headquarters building and was tasked with building maintenance after construction. The Foundation formally established a Division of Administration in 1964 with responsibilities that grew to encompass the offices of the Vice President, Comptroller, and Personnel (added in 1966), Building Services (1967), Logistical Services (1968), and Program Related Investments (1969). In 1980, the Division of Organization and Management replaced the Division of Administration.

The Building Services Department was responsible for supervising the work of the contractors who provided food, operated and maintained the building; purchased, stored and distributed office supplies and equipment; printed and photocopied staff documents; purchased furniture and furnishings for the building; provided reception, telephone, and conference services; and ensured the building met fire, safety, and sanitation standards. Building services also maintained many of the construction records.

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Biographical History

On December 10, 1964, **Dr. Verne S. Atwater** was asked by Ford Foundation President Henry T. Heald to assume overall responsibility for the planning and construction of the new building.

He earned a B.A. in 1942 from Heidelberg College, an MBA from Harvard Business School, and a PhD from New York University's School of Business in 1961, which he completed while attending classes at night. Following his graduation, Dr. Atwater served for two years as the Ford Foundation's first Representative in Latin America before being promoted to administrative Vice President and Director of the Latin America Program. By January 1965 he had reassigned his Latin American responsibilities to others in order to focus on administration. He resigned from the Foundation in May 1968 to become Chairman and CEO of the Central Savings Bank in New York. He later joined the faculty of Pace University, where he taught finance from 1982 to his retirement in 2002.

Rollin H. "R.H." McCarthy was the Director of Building Planning and Construction. He also worked with members of both the Foundation's management and the Trustees' Building Committee. He served as

Director and ex officio on the Trustees' Building Committee from 1963 until he resigned in February 1, 1966 for health reasons.

Ralph G. Schwarz was the Director of Administrative Services. He replaced Mr. McCarthy as Director of Building Planning and Construction on February 1, 1966 and became an ex officio member of the Trustees' Building Committee.

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Scope and Content Note

The New Building Planning and Construction Files span from 1951 to 2011. The bulk of the files, dating from 1964 to 1969, document the construction and initial occupation of the building. The collection originates from the Foundation's Administrative Division and describes all aspects of the design and construction process. The earliest documents in the collection, 1963-1964, pertain to the acquisition of the property at 320 E. 43rd Street, the site demolition, and the design process. The majority of the files relates to physical construction, while others describe building operations or contain publicity for the new headquarters. The collection also contains photographs and slides of the demolition of the hospital, the construction, the completed 12-story atrium, lush garden and offices, and the architect, Kevin Roche.

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Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue Sleepy Hollow 10591 archive@rockarch.org

URL: http://www.rockarch.org

Immediate Source of Acquisition note

Processing Information Note

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. Researchers interested in accessing digital media (floppy disks, CDs, DVDs, etc.) or audiovisual material (audio cassettes, VHS, etc.) in this collection must use an access surrogate. The original items may not be accessed because of preservation concerns. To request an access surrogate be made, or if you are unsure if there is an access surrogate, please contact an archivist.

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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.

Sixty-five photographs are listed on the inventory as separated and framed for display. Of these, 30 have been visually recorded, wrapped and prepared for offsite storage.

Related Collections

FA622 Ford Foundation records, Office files of Henry T. Heald, 1951, 1956-1966, 1956-1966 (bulk). Mr. Heald's Trustee Building Committee files contain information about the construction of the Foundation's Headquarters on East 43rd Street, New York City.

The "as built" plans are maintained and held on-site by the Facilities Management Department. The plans are divided by area: structural, electrical, plumbing, et cetera.

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Collection Inventory

Publicity and Awards, Bulk, 1962-1997 1962-2011 (bulk 1962-1997) (1962-1997)

Scope and Contents

Series I. Publicity and Awards, 1962-2011

This series comprises articles, magazines, press releases, and other documentation about the architecture and construction of the Ford Foundation's Headquarters Building. The files are arranged chronologically and include fact sheets created about the building, the dedication brochure (1967), pamphlets produced by the Foundation about the building and the garden (1971) and correspondence between members of the Building Planning Committee concerning public relations planning (1963-1964) and the media response (1966-1968). The series also includes files for the Twenty Five Year Award received from the American Institute of Architects and the American Architectural Foundation in 1995 and the granting of Landmark status in 1997. Included in the files of "media response" is a 1968 issue of *Architectural Record* that recognized the building as 'a new kind of urban space' and the March 29, 1968 issue of *Life* magazine with a feature article on the new building.

Title/Description	Instances	
Ford Foundation Building Facts Photographs (separated) Fact Sheets and News Articles, 1962-1967	box 1	folder 1
Building Planning Committee Publicity and Preview, 1963-1964	box 1	folder 2
Ford Foundation Building Facts and Press Clippings Fact Sheets, Press Releases, Miscellaneous News Clippings, 1963-1982	box 1	folder 3
New Building Publicity General Miscellaneous Correspondence, Public Relations Releases and Clippings, 1963-1968	box 1	folder 4
Newspaper Excerpts Clippings Re: Ford Foundation, Contractors, Architectural Styles, 1963-1965	box 1	folder 5
"New York Headquarters Enclosing A Garden," <i>Architectural Record</i> , November 1964, Nov 1964	box 1	folder 6
Magnum Photographs New Building Film Memoranda, Invoice and Contract Re: 16mm Film of Building, Jun 21, 1966- Oct 10, 1968	box 1	folder 7
Office of the Secretary Building the Ford Foundation Building Committee Dr. Stratton's File, 1966-1968	box 1	folder 8
Public Relations Memoranda and Proposal Re: New Building Public Relations, Mar-Aug 1967	box 1	folder 9
"Ford Flies High," <i>New York Times</i> , Nov 26, 1967 (reprint), Nov 26, 1967	box 1	folder 10
Press Coverage News Clippings File, Nov-Dec 1967	box 1	folder 11
Ford Foundation Building Dedication Ceremonies Brochure, Dec 8, 1967	box 2	folder 1

Office of the Secretary Building the Ford Foundation Dedication of Building Invitation, Pamphlets, Brochures, Dec 8, 1967	box 2	folder 2
New Building Dedication General Information, Dec 1967	box 2	folder 3
Publicity Magazines and Fact Sheet, Dec 1967-Jan 1968	box 2	folder 4
Office of the Secretary Building the Ford Foundation Art Purchases/Selections, 1967-1969	box 2	folder 5
"Charity Begins At Home," <i>Progressive Architecture</i> , February 1968, Feb 1968	box 2	folder 6
"The Ford Foundation Building," <i>Architectural Record</i> , Feb 1968, Feb 1968	box 2	folder 7
"New York's Indoor Forest," <i>American Forests</i> , March 1968, Mar 1968	box 2	folder 8
"A Grant to Beauty," <i>Life</i> , 3/29/1968 (full issue), Mar 39, 1968	box 63	folder 1
"Donacion Al Arte," <i>Life en Espanol</i> , 4/22/1968 (full issue), Apr 22, 1968	box 63	folder 2
"The Granite, Glass and Garden Community," <i>Fortune</i> , Apr 1968 (full issue), Apr 1968	box 63	folder 3
"Verwaltungsgebaude der Ford Foundation," <i>Moebel Interior Design</i> , May 1968 (full issue), May 1968	box 62	folder 1
"A House of New York League Values," <i>Architectural Design</i> , July 1968 (full issue), Jul 1968	box 62	folder 2
"The Ford Foundation Building," <i>Audience</i> , Spring 1968 (full issue), Spring 1968	box 62	folder 3
Office of the Secretary Building the Ford Foundation Articles from <i>Architectural Record</i> , Kevin Roche Statement, Other Clippings, 1968	box 2	folder 9
"Ford Building Still Drawing Visitors," <i>New York Times</i> , August 30, 1970, Aug 30, 1970	box 2	folder 10
"Ford and La Raza," Ramparts, September 1970, Sep 1970	box 2	folder 11
The Garden of the Ford Foundation Brochure by Ford Foundation, Apr 24, 1971	box 2	folder 12
The Ford Foundation Building Brochure by Ford Foundation, 1971	box 2	folder 13
Building Photograph Requests Cover Letters, 1972-1982	box 2	folder 14
The Art of the Ford Foundation Building Brochure by Ford Foundation, 1975	box 2	folder 15
"Henry Ford II," <i>New York Times Magazine</i> , 3/5/1978 (full issue), Mar 5, 1978	box 63	folder 4

Office of the Secretary Building of the Ford Foundation Ford Foundation Headquarters Building 25 Year Award American Institute of Architects/American Architectural Foundation, Jan 1995	box 2	folder 16	
Office of the Secretary Building the Ford Foundation New York City Landmark Preservation, Sep 16, 1997	box 2	folder 17	
Ford Foundation "75 Years of Change" Celebration Pamphlet and Kevin Roche City Museum of New York Exhibit Booklet, Oct 27, 2011	box 2	folder 18	

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Design and Planning, Bulk, 1963-1968 1951-1970 (bulk 1963-1968) (1963-1968)

Scope and Contents

Series II. Design and Planning, 1951-1970 (bulk 1963-1967)

This series, arranged alphabetically by subject, details the process of designing and planning the Ford Foundation's new headquarters building. The files include drawings, specifications, and proposals for structural components. They also document site acquisition, demolition of the existing hospital structure, and relations with the Tudor City Community. One document of note is a letter dated August 25, 1966 and signed by architect Kevin Roche and his partner John Dinkeloo, announcing the change in the architectural design firm's name from Eero Saarinen and Associates to Kevin Roche, John Dinkeloo and Associates. The letter is located in the "Architects-Kevin Roche, John Dinkeloo & Associates (1965-1966)" file.

Title/Description	Instances		
326 East 43rd Street Berk Industries Property Acquisition Correspondence Re: Hospital Cornerstone Property, Jun 7, 1963-Mar 9, 1964	box 3	folder 1	
477 Madison Avenue Floor Plans, Miscellaneous Old Building, Sep 24, 1963	box 3	folder 2	
800 Second Avenue Correspondence Re: Air Duct, Jul 8-Dec 12, 1966	box 3	folder 3	
Architects Addendum, Jun 21-Jul 23, 1965	box 3	folder 4	
Architects Building Specifications (1 of 2), May 3, 1965	box 3	folder 5	
Architects Building Specifications (2 of 2), May 3, 1965	box 3	folder 6	
Architects Bulletins, Jan 19, 1965-Jan 28, 1966	box 3	folder 7	
Architects Deere & Co. (Eero Saarinen) Information Booklet, Jun 5, 1964	box 62	folder 4	
Architects Eero Saarinen and Associates Cost Estimate, Jun 11, 1964	box 3	folder 8	
Architects Eero Saarinen and Associates Model Furniture Mock-Ups, 1965	box 3	folder 9	

Architects Kevin Roche, John Dinkeloo and Associates (Eero Saarinen and Associates) Correspondence inc. Signed Letter by Roche and Dinkeloo (1 of 3), 1963-1965	box 3	folder 10
Architects Kevin Roche, John Dinkeloo and Associates (Eero Saarinen and Associates) Correspondence (2 of 3), 1965-1966	box 4	folder 1
Architects Kevin Roche, John Dinkeloo and Associates (Eero Saarinen and Associates) Correspondence (3 of 3), 1965-1970	box 4	folder 2
Architects Selection Correspondence, 1954-1963	box 4	folder 3
Architects Selection Correspondence and background, Sep 1962-Feb 1964	box 4	folder 5
Architects "SKA" Sketches and Drawings Building Specifications, Mock-Up Rooms, Revision Plans (1 of 2), Dec 1967-Jan 1968	box 4	folder 6
Architects "SKA" Sketches and Drawings (2 of 2), Dec 1967- Jan 1968	box 4	folder 7
Architects "SKA" Sketches and Drawings Reception Desk, undated	box 4	folder 8
Architects Specifications for Furniture Eero Saarinen and Associates, Apr 14, 1966	box 4	folder 9
Area Computations, 1964	box 4	folder 10
Area Studies and Occupancy Plans, 1964	box 4	folder 11
Building Design Correspondence Re: Planning, 1964-1965	box 5	folder 1
Building Design Memoranda, Reports, Specifications, 1965	box 5	folder 2
Building Drawings Microfiche, 1968-1969	box 5	folder 3
Building Planning Committee Minutes Re: Planning, Design, Construction, Jun 6, 1963-Dec 21, 1964	box 5	folder 4
Building Planning Committee Minutes, 1963-1964	box 5	folder 5
Ceilings Correspondence Re: Acoustic Tile Bids, Jan 4, 1965	box 5	folder 6
Cellar Plan Memoranda, Mar 14-Mar 24, 1967	box 5	folder 7
Complaints From Tudor City Re: New Building, Sep 30, 1964- Jan 25, 1967	box 5	folder 8
Contract File Inventory List, Contract File, Tax Documents, 1951-1964	box 5	folder 9
Cor-Ten Steel Proposal (inc. photographs), [1963]	box 5	folder 10
Cor-Ten Steel Memoranda, Proposal and Background (see: Visual Images - Slides), 1967-1968	box 5	folder 11
<i>,,</i>		

Demolition of Existing Structure Correspondence, Demolition Agreement, Insurance, Area Plans, etc. (1 of 2), Mar 14, 1963- Aug 8, 1963 Demolition of Existing Structure Correspondence Re: Progress, Demolition Plan, Insurance Certificates, etc. (2 of 2), Aug 6, 1963-Apr 6, 1964	box 6	folder 2	
Demolition Plan, Insurance Certificates, etc. (2 of 2), Aug 6,	box 6		
	2	folder 3	
Department of Water, Gas and Electricity Correspondence and Area Map Re: Street Lighting Relocation, Apr 5-Jul 12, 1967	box 6	folder 4	
Design Analyses and Computations (1 of 3), Jan-Mar 1965	box 6	folder 5	
Design Analyses and Computations (2 of 3), Jan-Mar 1965	box 6	folder 6	
Design Analyses and Computations (3 of 3), Jan-Mar 1965	box 6	folder 7	
Design Committee Meeting Minutes (1 of 3), May 18, 1964-Aug 18, 1964	box 7	folder 1	
Design Committee Meeting Minutes (2 of 3), Aug 31, 1964-Aug 24, 1965	box 7	folder 2	
Design Committee Meeting Minutes (3 of 3), Aug 11, 1965-Jan 18, 1966	box 7	folder 3	
Design Referral Memoranda (1 of 2), Nov 8, 1965-Mar 21, 1966	box 7	folder 4	
Design Referral Memoranda (2 of 2), 1965-1967	box 7	folder 5	
Designs and Specifications Memoranda, Specifications, Analysis, 1964-1965	box 7	folder 6	
Dining Room Sketch Drawing, Jun 5, 1968	box 7	folder 7	
Display Museum Brief Memorandum Re: Proposed Idea from "RGS", Jan 21, 1968	box 7	folder 8	
Drawings and Layouts Space Planning Consultant Letter and Background, Apr 29, 1964	box 7	folder 9	
Drinking Water System Filtrine Manufacturing Co Proposal, Correspondence, Memoranda, 1963-1967	box 7	folder 10	
Electric System Lights, Power, Exhaust, etc Correspondence, Notes, Background, 1963-1966	box 7	folder 11	
Elevators and Conveyors Memoranda and Correspondence Re: Proposals, 1965	box 7	folder 12	
Equipment Brochures, 1965	box 7	folder 13	
Exterior Memoranda, Dec 3, 1964-Oct 5, 1965	box 8	folder 1	
Ezra Stoller Photographs of Building Invoices and List of Photographs, 1968	box 8	folder 2	
Fire Protection Correspondence, Notes, Permit Amendment Re: Plan Change, Occupancy, Mar 3, 1964-Mar 15, 1966	box 8	folder 3	

Floor Design Loadings Fact Sheet Memorandum and Floor Plans, Mar 18, 1965	box 8	folder 4
Floor Plans Level B through Roof, undated	box 8	folder 5
Floor Plans New Building, Mar-May 1966	box 8	folder 6
Floor Plans and Space Assignments, Jul 18, 1966-Feb 1, 1968	box 8	folder 9
Floors Memoranda, Bids and Background Re: Wood and Carpet Floors, 1963-1966	box 8	folder 10
Floor Spacing and Ceiling Height, Dec 9, 1964	box 8	folder 11
Foundation and Footing Memorandum, Feb 16, 1965	box 8	folder 12
General Inter-office Memoranda Re: Building Management, 1965-1966	box 8	folder 13
General Kitchens, Basement and Office Layout Notes, etc., 1966	box 8	folder 14
General Memoranda Re: Occupancy Planning, Plate Glass, Fire Hoses, etc., 1963-1966	box 8	folder 15
General New Building Memoranda Miscellaneous Security, Budgeting, Kitchens, etc., 1964-1966	box 8	folder 16
Insurance and Security Memoranda, Policy, etc., 1963-1965	box 8	folder 17
Interior Interior Space and Furnishings Planning Memoranda, Dec 311, 1964-Mar 18, 1966	box 8	folder 18
Interior Design Authorization, Sep 29-Oct 21, 1965	box 8	folder 19
J. L. Murphy Drawings and Sketches, Jul 22-Dec 1, 1966	box 9	folder 1
Janitorial Space Memorandum, Jul 29, 1963	box 9	folder 2
Kitchen Specifications, 1966	box 9	folder 3
Library Shelving Plans, 1963-1967	box 9	folder 4
Library and Library Operations Memoranda Re: Planning Library Services, Oct 31, 1961-Mar 25, 1966	box 9	folder 5
Maintenance Proposals, 1964-1965	box 9	folder 6
Management Cross & Brown Proposal, Mar 10, 1965	box 9	folder 7
Management Real Estate William A. White & Co., Feb 11-Apr 13, 1965	box 9	folder 8
Management Contractor Selection Draft Letters to Turner & Fuller, Jun 20, 1963	box 9	folder 9
Medical Area Notes, Jun 28, 1963	box 9	folder 10
Movable Partition System, Aug 10, 1964	box 9	folder 11
Move to New Building Informational Literature, 1967-1968	box 9	folder 12

Move to New Building Proposals, 1966-1967	box 9	folder 13
Nerva-Plast Product Information, Jan 25, 1965	box 9	folder 14
Nicely, J. M Property Acquisition and Zoning, Feb 1963-Feb 1964	box 9	folder 15
Pamphlets and Brochures Visits to Other Buildings (1 of 2), [1957-1967]	box 10	folder 1
Pamphlets and Brochures Visits to Other Buildings (2 of 2), [1957-1967]	box 10	folder 2
Parks Department Access Roads and Walks Correspondence Re: East Stairwell Exit with Background, Oct 1, 1964-May 10, 1965	box 10	folder 3
Parks Department Application Correspondence Re: Exit Door Easement, Permit, Pictures, Plans (See: Visual ImagesPhotos), Oct 28, 1964-Nov 3, 1965	box 10	folder 4
Personnel and Space Analysis Budgeted Positions Data and Lists, 1964-1965	box 10	folder 5
Personnel and Space Analysis Economic Analysis of 320 E. 43rd Street Notes and Memorandum, Dec 8, 1965	box 10	folder 6
Personnel and Space Analysis Space Assignment, Jan 11, 1966	box 10	folder 7
Personnel and Space Analysis Telephone Systems Memoranda, Telephone Room Plans, Background, 1965-1966	box 10	folder 8
Photostat Drawings 10A, 19, 23 and Elevation 321 East 43rd Street Erected 1911, Jun 11, 1963	box 10	folder 9
Planning and Designs Correspondence with Brookings Institute, etc. Re: Ford Foundation New Building Plans, Jan 7-Mar 27, 1964	box 10	folder 10
Planning Requirements Crowe, T.J., Apr 16-22, 1964	box 10	folder 11
Planning Requirements (1 of 2), Apr 22, 1964	box 10	folder 12
Planning Requirements (2 of 2), Apr 22, 1964	box 10	folder 13
Plumbing Jarcho Brothers Proposed Specifications (1 of 2), 1965	box 11	folder 1
Plumbing Jarcho Brothers Proposed Specifications (2 of 2), 1965	box 11	folder 2
Program Assignments Obsolete Floor Plans, undated	box 11	folder 3
Property Purchase Plans for Hospital, Purchase of Berk Industries and Grand Central Hospital Closure, Deeds, Title Insurance, Mar 7, 1963-Apr 11, 1966	box 11	folder 4
Proposals Bid Documents (1 of 2), 1964-1965	box 11	folder 5
Proposals Bid Documents (2 of 2), 1964-1965	box 11	folder 6
Prospective Contractors Brochures (1 of 2), 1963	box 11	folder 7

Prospective Contractors Brochures (2 of 2), 1963-1965	box 11	folder 8
Protection and Maintenance of Site Correspondence and Proposed Agreement Re: Security, Snow Removal, Jun 13, 1963- Dec 20, 1965	box 12	folder 1
Real Estate Notifications Space for Rent Letters, 1967	box 12	folder 2
Reception Areas Notes Re: Design, UN Pass, Nov 24, 1964	box 12	folder 3
Rental Space 800 Second Avenue Sub-leases and Correspondence, 1965-1967	box 12	folder 4
Rezoning Notes, Oct 9, 1962-Jun 7, 1963	box 12	folder 5
Roche Ford Foundation Headquarters Addenda and Bulletins (1 of 3), Jul 1965	box 12	folder 6
Roche Ford Foundation Headquarters Addenda and Bulletins (2 of 3), Aug 1965-Dec 1965	box 12	folder 7
Roche Ford Foundation Headquarters Addenda and Bulletins (3 of 3), Dec 1965-Apr 1967	box 12	folder 8
Roche Ford Foundation Headquarters Specifications, May 3, 1965	box 12	folder 9
Roll-up Doors Kinnear Manufacturing Co Correspondence Re: Specification Approval, Feb 21-May 29, 1967	box 12	folder 10
Roof Storage Memorandum Re: Cancelling Plan, Feb 15, 1967	box 12	folder 11
Security Minutes and Memoranda Re: Security Plan, Nov 12, 1965-May 22, 1967	box 12	folder 12
Service Areas Notes and Memoranda, Jun 3, 1964	box 12	folder 13
Sewer Correspondence Re: Building Sewer Connection Design, Apr 22, 1965	box 12	folder 14
Shelter Area Memorandum, Correspondence and Background Re: Installing Civil Defense Area, Aug 25-Dec 10, 1964	box 12	folder 15
Shop Drawings Correspondence Re: Schedule, Dec 15, 1964-Oct 5, 1966	box 12	folder 16
Site Development Planning Requirements Cover Letters, Traffic Regulations, Nov 5, 1963-Sep 17, 1964	box 12	folder 17
Site Purchase Correspondence, Hospital Inventory, Copies of Deeds for Property and Purchase of Berk Industries, Mar 1, 1963-Feb 17, 1964	box 13	folder 1
Space Assignments Obsolete Plans, Details, Comments, etc., 1967	box 13	folder 2
Space Requirements Memoranda and Floor Plans, 1962-1965	box 13	folder 3
Special Areas Memoranda and Background Re: AV Design, 1964-1965	box 13	folder 4

Staff Suggestions, 1963-1964	box 13	folder 5	
Staff Suggestions General Memoranda Re: Building Committee Meeting w/Architects, Aug 7, 1963-Feb 27, 1964	box 13	folder 6	
Steam Supply System Correspondence with Consolidated Edison (Con Ed), Jan 26-Jun 4, 1965	box 13	folder 7	
Storm Drainage System Memorandum Re: Cistern, Mar 10, 1966	box 13	folder 8	
Storm, Sanitary Drains and Plumbing Requisition Request, Jun 28, 1965	box 13	folder 9	
Structural Excavation and Foundations Inspection Report, Aug 26, 1964	box 13	folder 10	
Structural "SK" Sketches, 1966-1968	box 13	folder 11	
Structural System Correspondence and Background Re: Steel Supports, Cor-Ten, 1965	box 13	folder 12	
Structural Walls Memoranda and Background Re: Cor-Ten Steel, 1964	box 13	folder 13	
Surveys Correspondence Re: Surveying, Easement Survey, Plans, Jun 4, 1963-Jun 18, 1968	box 13	folder 14	
Surveys of Site Zoning Map, 1963	box 13	folder 15	
Telephone System New York Telephone Proposal, Correspondence Re: Telephone Equipment Room, Plans (1 of 2), 1965-1966	box 13	folder 16	
Telephone System New York Telephone Memoranda and Plans Re: Centrex Cancellation (2 of 2), 1967	box 13	folder 17	
Toilet Rooms Correspondence and Plans Re: Design, 1963-1966	box 14	folder 1	
Turner Construction Co General Correspondence, 1963-1964	box 14	folder 2	
Under-Surface Investigation Sub-surface Test Report, Jun 28- Dec 18, 1963	box 14	folder 3	
Utilities and Building Operation, Sep 4, 1964	box 14	folder 4	
Visits to and Notes Re: Other Buildings, 1963-1966	box 14	folder 5	
Window Washing Equipment Western Gear Skyclimber Proposal and Design Stress Analysis, Aug 24, 1966	box 14	folder 6	

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Construction Files, Bulk, 1963-1969 1959-1971 (bulk 1963-1969) (1963-1969)

Scope and Contents

Series III. Construction Files, 1959-1970 (bulk 1963-1969)

This series holds files pertaining to the physical construction and assembly of the new headquarters building. Arranged in alphabetical order, the files contain meeting minutes and reports to the Trustees' Building Committee (1963-1970). Schedules, contracts, and building design meeting minutes regarding specific aspects of construction document the Turner Construction Company's operations as management contractor. Files about the design, installation and troubleshooting of the HVAC system are particularly extensive, as are reports created during the construction process. These include daily construction reports, as well as excavation reports, vibration studies, and structural steel analyses.

Title/Description	Instances	
Acoustical Ceilings William J. Scully Acoustics Corp Diagrams, 1966	box 15	folder 1
Acoustical Consultants Michael J. Kodaras, Inc., Jun 7, 1967	box 15	folder 2
Architects Field Memorandums, Jan 27, 1966-Jan 27, 1968	box 15	folder 3
Architects Field Orders, Feb 25, 1966-Jan 5, 1968	box 15	folder 4
Architects Finish Schedule, undated	box 15	folder 5
Architects Luncheons with Architect and Management Contractor Agenda, Nov 19, 1965	box 15	folder 6
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Equipment and Furnishings, 1961-1969

Scope and Contents

Series IV. Equipment and Furnishing, 1961-1969

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Series V. Building Services, 1951-1998 (bulk 1964-1969)

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pertain to the outside use of the Foundation's new building facilities and the development of policies (1968-1970). In addition there are inventory sheets that were removed from boxes processed as part of the building plans preservation project of the late 1990s (1971-1998).

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Series VI. Images, 1965-1988 (bulk 1965-1968)

This series contains visual documentation (slides, photographs, negatives and contact sheets) of the construction and completion of the Ford Foundation Headquarters Building, and its 20th Anniversary in 1987. The majority of the slides depict construction, including site preparation, pouring of the concrete foundation, welding and riveting, fireproofing and electrical work. Additional slides from the same period show the granite quarry in New England that supplied stone for the building, while others portray models of office furnishings. There also are photographs of the building once it was fully staffed and the atrium garden planted (c.1968). Other photographs show the building atrium in December 1970 and the atrium and building exterior in September 1988. In addition, there are a number of contact sheets with images of the various stages of construction and architect Kevin Roche. The photographers were Eugene Cook and Bruce Davidson. Additional photographs, some used in Life magazine, have been separated and retained in frames.

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