



Ford Foundation records, International Division, Office of the Vice President, Office Files of Francis X. Sutton

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Rockefeller Archive Center

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Title:	Ford Foundation records, International Division, Office of the Vice President, Office Files of Francis X. Sutton
ID:	FA568
Date [inclusive]:	1949-2002
Physical Description:	31.8 Cubic Feet
Physical Description:	79 boxes (2 legal sized).
Language of the Material:	English
Abstract:	<p>The Ford Foundation established the Overseas Development Program in 1951 to increase agricultural production, improve health and living conditions, and advance education in developing countries through overseas grants. During a Foundation reorganization in 1966, the Overseas Development Program merged with the International Training and Research and the Population programs to form a unified International Division. In July 1954, Francis X. Sutton joined the Ford Foundation as an Executive Associate in the Behavioral Sciences program. He became Assistant to the Vice President of the newly created International Division in February 1967 and in October of the following year, was promoted to Deputy Vice President of the division, a position he retained until his retirement in 1983. The Office Files of Francis X. Sutton span from 1949-2002 and document his tenure as a Program Associate, a Representative for East and Central Africa, and later as Deputy Vice President of the International Division. The files include correspondence, interoffice memoranda, grant proposals, papers and reports related to the Foundation's international grant-making. There are also budget files regarding the financial planning and operations of the International Division, records of Dr. Sutton's travels, and copies of speeches and articles written by Dr. Sutton. Also documented is Dr. Sutton's post-retirement work as a consultant on the History Project, an effort he spearheaded for several years.</p>

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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Organizational History

The Ford Foundation established the Overseas Development Program, one of its first grant programs, in 1951. Designed to increase agricultural production, improve health and living conditions, and advance education through overseas grants, the program initially targeted India and Pakistan, with a more limited number of grants issued in Indonesia and Burma. The Foundation initiated a program for smaller regional and national grants for the Near East region later that same year.

As part of a Foundation reorganization in 1966, the Overseas Development Program, along with the International Training and Research and the Population programs, became part of a unified International Division. A subsequent Foundation reorganization in 1983 eliminated the International Division and created two separate program divisions – the United States and International Affairs Program (USIAP) and the Developing Countries Program (DCP).

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Biographical Note

Francis X. Sutton was born on July 7, 1917 in Oneida, Pennsylvania. In 1938, he graduated from Temple University with a Bachelor of Science in Mathematics. Following his graduation, Dr. Sutton pursued graduate studies in mathematics at Princeton University, where he taught math and earned a Masters degree in 1940. He received a second Masters in Sociology from Harvard University in 1941. While studying in Cambridge, Dr. Sutton taught sociology at Suffolk University. From 1941 through 1945 he served as an aerial navigator and captain in the United States Army Air Force. Dr. Sutton returned to Harvard following the war and earned a PhD in Sociology in 1950. While pursuing his PhD, he was selected as a Junior Fellow of the Society of Fellows of Harvard University. From 1949 through 1954, Dr. Sutton lectured on Social Relations and served as an Assistant Professor in Sociology and General Education at Harvard. He also taught summer courses at Columbia University and the Salzburg Seminar in American Studies.

In July 1954, Dr. Sutton left academia for a position as Executive Associate in the Ford Foundation's Behavioral Sciences Program. He served in this capacity for three years until October 1957 when he became the Program Associate for the Overseas Development program's Near East and Africa division. In July 1963, Dr. Sutton transferred to the East and Central Africa office in Nairobi to serve as the Overseas Development Representative for the region. In February 1967, following the creation of the International Division the previous year, Dr. Sutton became the Assistant to the Vice President and by October 1968 was promoted to Deputy Vice President. Dr. Sutton served as Deputy Vice President throughout the 1970s and early 1980s. In 1977, he was also named Officer in Charge of the European

and International Affairs program which formed part of the International Division. Dr. Sutton officially retired from his posts at the Ford Foundation in June 1983 but stayed on as a consultant for several years to compile a history of the Foundation's international work. Dr. Sutton served as Acting Director of the Social Science Research Council (SSRC) for one year, commencing on October 1, 1985. From 1985 through 1992 Dr. Sutton served as both a member and chairman of the SSRC board and a consultant to several organizations and foundations including the Ford Foundation, the World Bank, the Rockefeller Foundation, and USAID.

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Scope and Content Note

The Office Files of Francis X. Sutton span from 1949-2002 and document his work as a Program Associate, Representative for East and Central Africa, Deputy Vice President of the International Division, and Foundation consultant. The files include correspondence, interoffice memoranda, grant proposals, papers and reports related to the Foundation's international grant-making. There are also budget files regarding the financial planning and operations of the International Division, travel records, and copies of his speeches and articles.

The collection also documents Dr. Sutton's post-retirement work as a Foundation consultant on the History Project. With three decades of Foundation experience in international affairs, Dr. Sutton spearheaded the efforts to assemble materials on and compile a comprehensive account of the Foundation's international policies and work abroad.

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Arrangement

The collection is arranged into 9 series.

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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

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 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.

Processing Information Note

The original volume of 37 cubic feet accessioned by the Archives in 1992 and 2011 was reduced during processing to 31.8 cubic feet and transferred to 79 archival document boxes. Duplicate documents and reference background material on foreign nations and grantees were not retained.

Series VIII, Mr. Sutton's researcher files, were transferred to the collection after being held separately by Records Management.

Photographs and slides have been separated and placed in box 77. Legal-sized documents have been placed in boxes 78 and 79.

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

Related Collections

Ford Foundation Resource Identifier: ACC2001/011 – Developing Countries Program, Office Files of Program Staff, 1960-1983. This collection documents the work of the International Division (later the DCP) in Latin America and Asia from 1960 through 1983, and contains correspondence, memoranda, budget reports and consultant files. (This collection has not yet been received by Rockefeller Archive Center.)

FA530 Ford Foundation records, Education and Culture Program, Office Files of Nancy McCarthy, 1951-1989, 1976-1989 (bulk). Nancy McCarthy joined the Ford Foundation in 1964 and, in 1968, became Dr. Sutton's secretary. In 1978, Ms. McCarthy earned a promotion as Dr. Sutton's research assistant, and throughout the mid-1980s worked with him on his history of the International Division. The collection contains correspondence and memoranda to and from Foundation staff, including Francis X. Sutton, as well as outside consultants and grantees. The files highlight the Foundation's program in International Training and Research. They also draw attention to its work in international studies and language education, and its interest in historically black colleges and refugees and migration trends.

Ford Foundation Resource Identifier: ACC91/17 – Individual Program Officer Correspondence Files, 1968-1987, 1972-1978 (bulk). This collection consists of the outgoing correspondence files of Foundation officers and consultants, and notes and reports prepared by the International Affairs program and its predecessor, European and International Affairs (EIA). The collection contains files belonging to Dr. Sutton from 1977 through 1978, coinciding with his promotion as Officer in Charge of the EIA program. (This collection has not yet been received by Rockefeller Archive Center.)

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.

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Collection Inventory

Correspondence, 1967-1982

Scope and Contents

This series contains the correspondence files amassed by Dr. Sutton during his tenure in the International Division as Assistant to the Vice President (1967-1968) and Deputy Vice President (1968-1983). The files are arranged chronologically, and then, within each yearly increment, are arranged alphabetically by the surname of the correspondent. The series includes interoffice memoranda sent from and received by Dr. Sutton, as well as correspondence with individuals unaffiliated with the Ford Foundation. The files reveal Dr. Sutton's involvement with the programs and activities under his purview and his opinions and expectations of Foundation work at home and abroad.

Title/Description	Instances	
Chronological Files, A-K, Feb 1-Jun 30, 1967	box 1	folder 1
Chronological Files, L-Z, Feb 1-Jun 30, 1967	box 1	folder 2
Chronological Files, A-K, Jul 1-Dec 31, 1967	box 1	folder 3
Chronological Files, L-Z, Jul 1-Dec 31, 1967	box 1	folder 4
Chronological Files, A-K, Jan 1-May 31, 1968	box 1	folder 5
Chronological Files, L-Z, Jan 1-May 31, 1968	box 1	folder 6
Chronological Files, A-M, May 1-Oct 31, 1968	box 2	folder 1
Chronological Files, N-Z, May 1-Oct 31, 1968	box 2	folder 2
Chronological Files, A-G, Nov 1, 1968-May 1969	box 2	folder 3
Chronological Files, H-Z, Nov 1, 1968-May 1969	box 2	folder 4
Chronological Files, A-K, May-Oct 31, 1969	box 2	folder 5
Chronological Files, L-Z, May-Oct 31, 1969	box 2	folder 6
Chronological Files, A-K, Nov 1, 1969-Jun 2, 1970	box 3	folder 1
Chronological Files, L-Z, Nov 1, 1969-Jun 2, 1970	box 3	folder 2
Chronological Files, A-H, Jun 3-Nov 30, 1970	box 3	folder 3
Chronological Files, I-Z, Jun 3-Nov 30, 1970	box 3	folder 4
Chronological Files, A-G, Dec 1, 1970-Jun 8, 1971	box 3	folder 5
Chronological Files, H-P, Dec 1, 1970-Jun 8, 1971	box 3	folder 6
Chronological Files, Q-Z, Dec 1, 1970-Jun 8, 1971	box 4	folder 1
Chronological Files, A-G, Jun 9, 1971-Jan 31, 1972	box 4	folder 2
Chronological Files, H-S, Jun 9, 1971-Jan 31, 1972	box 4	folder 3
Chronological Files, T-Z, Jun 9, 1971-Jan 31, 1972	box 4	folder 4
Chronological Files, A-K, Feb 1-Aug 9, 1972	box 4	folder 5
Chronological Files, L-Z, Feb 1-Aug 9, 1972	box 4	folder 6
Chronological Files, A-H, Aug 10, 1972-Mar 31, 1973	box 4	folder 7
Chronological Files, I-Z, Aug 10, 1972-Mar 31, 1973		

	box 5	folder 1
Chronological Files, A-K, Apr 1-Aug 6, 1973	box 5	folder 2
Chronological Files, L-Z, Apr 1-Aug 6, 1973	box 5	folder 3
Chronological Files, A-K, Aug 7, 1973-Jan 10, 1974	box 5	folder 4
Chronological Files, L-Z, Aug 7, 1973-Jan 10, 1974	box 5	folder 5
Chronological Files, A-H, Jan 11-Jul 19, 1974	box 5	folder 6
Chronological Files, I-Z, Jan 11-Jul 19, 1974	box 5	folder 7
Chronological Files, A-G, Jul 20-Dec 31, 1974	box 6	folder 1
Chronological Files, H-Z, Jul 20-Dec 31, 1974	box 6	folder 2
Chronological Files, A-I, Jan 1-Jun 26, 1975	box 6	folder 3
Chronological Files, J-Z, Jan 1-Jun 26, 1975	box 6	folder 4
Chronological Files, A-K, Jun 27, 1975-Jan 13, 1976	box 6	folder 5
Chronological Files, L-Z, Jun 27, 1975-Jan 13, 1976	box 6	folder 6
Chronological Files, A-L, Jan 14-Jun 1, 1976	box 6	folder 7
Chronological Files, M-Z, Jan 14-Jun 1, 1976	box 6	folder 8
Chronological Files, A-H, Jun 2-Dec 31, 1976	box 7	folder 1
Chronological Files, I-Z, Jun 2-Dec 31, 1976	box 7	folder 2
Chronological Files, A-M, Jan 1-May 31, 1977	box 7	folder 3
Chronological Files, N-Z, Jan 1-May 31, 1977	box 7	folder 4
Chronological Files, A-I, Jun 1-Oct 31, 1977	box 7	folder 5
Chronological Files, J-Z, Jun 1-Oct 31, 1977	box 7	folder 6
Chronological Files, A-N, Nov 1, 1977-Feb 28, 1978	box 7	folder 7
Chronological Files, O-Z, Nov 1, 1977-Feb 28, 1978	box 8	folder 1
Chronological Files, A-H, Mar 1-Jul 31, 1978	box 8	folder 2
Chronological Files, I-Z, Mar 1-July 31, 1978	box 8	folder 3
Chronological Files, A-M, Aug 1-Dec 31, 1978	box 8	folder 4
Chronological Files, N-Z, Aug 1-Dec 31, 1978	box 8	folder 5
Chronological Files, A-H, Jan 1-Jul 31, 1979	box 8	folder 6
Chronological Files, I-R, Jan 1-Jul 31, 1979	box 8	folder 7
Chronological Files, S-Z, Jan 1-Jul 31, 1979	box 9	folder 1
Chronological Files, A-H, Aug 1, 1979-Apr 30, 1980	box 9	folder 2
Chronological Files, I-R, Aug 1, 1979-Apr 30, 1980	box 9	folder 3

Chronological Files, S-Z, Aug 1, 1979-Apr 30, 1980	box 9	folder 4
Chronological Files, A-K, May 1-Oct 31, 1980	box 9	folder 5
Chronological Files, L-Z, May 1-Oct 31, 1980	box 9	folder 6
Chronological Files, A-M, Nov 1, 1980-Mar 31, 1981	box 9	folder 7
Chronological Files, N-Z, Nov 1, 1980-Mar 31, 1981	box 10	folder 1
Chronological Files, A-K, Apr 1-Dec 31, 1981	box 10	folder 2
Chronological Files, L-Z, Apr 1-Dec 31, 1981	box 10	folder 3
Chronological Files, A-K, Jan 1-Jun 15, 1982	box 10	folder 4
Chronological Files, L-Z, Jan 1-Jun 15, 1982	box 10	folder 5
Chronological Files, A-M, Jun 16-Sep 30, 1982	box 10	folder 6
Chronological Files, N-Z, Jun 16-Sep 30, 1982	box 10	folder 7

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Program Files, Bulk, 1967-1985 1952-1985 (bulk 1967-1985) (bulk)

Scope and Contents

This series contains memoranda, reports, discussion papers, grant proposals, conference and meeting materials, notes, and background information about Foundation activities, grant recipients and events and issues of national and international significance. Dr. Sutton's regional files illustrate the Foundation's work in Africa and the Middle East, Asia and the Pacific, Europe, and Latin America and the Caribbean and the efforts of program officers and staff members both in the New York office and abroad. The files within this series address a myriad of issues, including arts, culture and education, arms control, agriculture, human rights, rural and urban development, employment, women's opportunities, population, and program management.

Arrangement

Arranged alphabetically by subject.

Title/Description	Instances	
Affirmative Action -- Background Material, Jul 8, 1975	box 11	folder 1
Affirmative Action -- Background Material, Mar 1977	box 11	folder 2
Affirmative Action -- Report, Mar 1978	box 11	folder 3
Agriculture -- International Agricultural Research -- Papers, 1964-1984	box 11	folder 4
Agriculture -- International Agricultural Research Centers Review -- Report, Background, 1980-1981	box 11	folder 5
Agriculture -- Resources and Environment (R&E) Program Materials -- Memoranda, Notes, Report, Pamphlet Re: R&E in Developing Countries, 1967-1976	box 11	folder 6

Arts, Culture and Education -- Correspondence, Memoranda, Budget Information, 1981	box 11	folder 7
Arts Paper -- Notes, Background Material, 1980-1981	box 11	folder 8
Arts Program Review -- Memoranda, Outlines, Papers, Notes Re: Foundation Arts Program, 1979-1980	box 11	folder 9
Arts Program Review -- Memoranda, Meeting Materials, Notes, Background (1 of 3), 1981	box 12	folder 1
Arts Program Review -- Memoranda, Meeting Materials, Notes, Background (2 of 3), 1981	box 12	folder 2
Arts Program Review -- Memoranda, Meeting Materials, Notes, Background (3 of 3), 1981	box 12	folder 3
Arts Program Review -- Report, "The Arts and Culture in the Ford Foundation", Jun 1981	box 12	folder 4
Asia and the Pacific -- China -- Memoranda, Reports Re: China Studies and Ford Foundation Work in China and Taiwan (1 of 4), 1968-1970	box 12	folder 5
Asia and the Pacific -- China -- Memoranda, Agreements Re: Foundation Relationship with Chinese Academy of Social Sciences (CASS), China Studies, Trips (2 of 4), 1976-1980	box 12	folder 6
Asia and the Pacific -- China -- Memoranda, Reports Re: FF and CASS, Legal Studies and Exchanges, China Meetings and Policy Discussions (3 of 4), Bulk, 1979-1980 1968-1980 (bulk)	box 12	folder 7
Asia and the Pacific -- China -- Memoranda, Reports Re: FF and CASS, Academic Exchanges, Legal Studies, Policy Meetings, Country Visits, etc. (4 of 4), 1980-1982	box 12	folder 8
Asia and the Pacific -- China -- Report, "The Ford Foundation and the Study of China - Information Paper", Jun 1981	box 13	folder 1
Asia and the Pacific -- China -- Report, "Report on a Ford Foundation Rural Economy Team's Visit in China", Oct 1980	box 13	folder 2
Asia and the Pacific -- East-Asian Libraries -- Memoranda, Reports, Notes Re: Cooperative Library Ventures and ACLS Study of East Asian Libraries, 1976-1979	box 13	folder 3
Asia and the Pacific -- Education in Asia Conference (Singapore, Oct 21-23, 1970) -- Memoranda, Notes, List of Participants, Agenda, 1970	box 13	folder 4
Asia and the Pacific -- General -- Memoranda, Reports Re: Foundation Work in Asia and Asian Studies (including Australia and New Zealand) (1 of 4), 1967-1968	box 13	folder 5
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Asia and the Pacific -- Japan -- Memoranda, Background Materials, Reports, Notes Re: US-Japan Relations, Foundation Work, Trip Files, Grants, 1967-1980	box 13	folder 9
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Asia and the Pacific -- Japan -- Third Japanese-American Conference (April 4-9, 1967) -- Agenda, List of Participants, Reports, Notes, Correspondence, Apr 1967	box 14	folder 2
Asia and the Pacific -- Malaysia -- Memoranda Re: Argument Against Reducing Foundation Work in Malaysia, 1974	box 14	folder 3
Asia and the Pacific -- Malaysia -- Report, "The Ford Foundation Program in Malaysia" by John P. Kennedy, Mar 1970	box 14	folder 4
Asia and the Pacific -- Malaysia -- Report, "The Ford Foundation Program in Malaysia", Aug 1970	box 14	folder 5
Asia and the Pacific -- Southeast Asia/Malaysia -- Reports Re: Economic, Educational, Political Issues, 1976-1982	box 14	folder 6
Asia and the Pacific -- Southeast Asia -- Report, "The State of Creative Writing and Problems of Creative Writers in Southeast Asia" by Robert Shaplen, Aug 1979	box 14	folder 7
Asia and the Pacific -- Vietnam -- Memoranda, Reports Re: Foundation Work and Council on Foreign Relations Vietnam Discussion Group, 1967-1975	box 14	folder 8
Asia and the Pacific -- Vietnam -- Report, "Report on an Exploration of Grant-Making Possibilities in Vietnam", March 1, 1974	box 14	folder 9
CIA Funded Organizations -- Memoranda, Correspondence Re: FF Response to <i>New York Times</i> Article Re: Asia Foundation (1 of 3), 1968-1982	box 14	folder 10
CIA Funded Organizations -- Correspondence, Drafts Re: Ed Berman Article, CIA Orphans (2 of 3), 1968-1979	box 14	folder 11
CIA Funded Organizations -- Correspondence Re: FF Response to <i>Ramparts</i> Article (3 of 3), 1967	box 15	folder 1
Committee on the University and World Affairs -- Report, [1961]	box 15	folder 2
Computers -- Memoranda Re: Country Coding and Computer Reporting, Meeting Agenda and Background, 1969-1971	box 15	folder 3
Council on Foreign Relations -- Current Issue Review Group on Domestic Politics in Western Europe -- Memoranda, Meeting Materials, Notes, 1975-1976	box 15	folder 4
Council on Foreign Relations -- Current Issue Review Group on the Horn of Africa -- Memoranda, Report, Council Meeting Guidelines, 1975-1976	box 15	folder 5

Council on Foreign Relations -- Human Rights and U.S. Foreign Policy Discussion Group -- Memoranda, Meeting Materials, Notes, Reports, 1976-1977	box 15	folder 6
Council on Foreign Relations -- Post-Vietnam American Foreign Policy Series -- Meeting Programs and Materials, Reports, Notes, 1975	box 15	folder 7
Council on Foreign Relations -- Southern Africa and Western Alliance Discussion Group -- Memoranda, Report, Discussion Questions, Apr-Jun 1978	box 15	folder 8
Council on Foreign Relations -- "1980s Project-North/South Relations" -- Memoranda, Reports, Project Summaries and Reviews, Membership Information (1 of 4), 1975-1976	box 15	folder 9
Council on Foreign Relations -- "1980s Project-North/South Relations" -- April 7, 1976 Meeting Materials -- Memoranda, Notes, Reports, Agenda, Participants List (2 of 4), 1976	box 15	folder 10
Council on Foreign Relations -- "1980s Project-North/South Relations" -- April 23, 1976 Meeting Materials -- Notes, Reports, Agenda, Participants List (3 of 4), 1976	box 16	folder 1
Council on Foreign Relations -- "1980s Project-North/South Relations" -- Memoranda Re: Meetings, Project Updates and Publications, Notes (4 of 4), 1976-1977	box 16	folder 2
Council on Foundations -- Report, "An Assessment for Grantmaking International" by Sheila Avrin McLean, April 1982	box 16	folder 3
Development Planning and Management -- Employment Study -- Labor Utilization Seminar (June 21, 1971) -- Memoranda, Notes, Discussion Papers, 1971	box 16	folder 4
Development Planning and Management -- Employment Study -- Memoranda, Reports, Meeting Materials Re: Employment in Developing Countries and FF Aid (1 of 2), 1971	box 16	folder 5
Development Planning and Management -- Employment Study -- Memoranda, Reports, Meeting Materials Re: Employment in Developing Countries and FF Aid (2 of 2), 1972-1973	box 16	folder 6
Development Planning and Management -- Employment Study -- Report, "Employment in Developing Countries" by Edgar O. Edwards, Aug 1973	box 16	folder 7
Development Planning and Management -- Employment Study -- Reports, Articles, 1971-1975	box 16	folder 8
Education -- Bellagio Education Meeting (9/16-18/75) -- Papers (1 of 2), 1975	box 17	folder 1
Education -- Bellagio Education Meeting (9/16-18/75) -- Papers, Memoranda, Agendas (folder 2 of 2), 1975	box 17	folder 2
Education -- Bellagio Plus (Oct, 1975) -- Notes, Meeting Materials, 1972-1975	box 17	folder 3

Education -- Education and Development Third Meeting -- Working Paper, Jun 27-29, 1976	box 17	folder 4
Education -- General -- Memoranda, Notes, Background Re: Bellagio Meetings, Budgets, etc. (1 of 2), 1969-1975	box 17	folder 5
Education -- General -- Memoranda, Notes, Background Re: Bellagio Meetings, Budgets, etc. (2 of 2), 1969-1975	box 17	folder 6
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Education -- Information Paper for the Trustee Committee on Education and Public Policy, "The Arts Program", Mar 1980	box 18	folder 1
Education -- International Division Support for Third World Scholars Evaluation -- Memoranda, Notes, Nov 30, 1977-Mar 30, 1978	box 18	folder 2
Education -- Language Study -- Center for Applied Linguistics -- Memoranda, 1971-1974	box 18	folder 3
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Education -- Language Study -- Report, "Ford Foundation Foreign or Second Language Activities in the United States and Overseas, 1951-1966" by Melvin J. Fox, May-Jun 1967	box 19	folder 1
Education -- Language Study -- Report, "A Gloss on Fox: Some Implications of the Fox Report for Foundation Activities in the Language Field and Proposals for Follow-Up", Jan 8, 1968	box 19	folder 2
Education -- Language Study -- Report, "Language and Development: A Retrospective Survey of Ford Foundation Language Projects, 1952-1974" by Melvin J. Fox (separated), 1975	box 19	folder 3
Education -- Language Study -- Retrospective Language Survey -- Background Documents Packet incl. Memoranda, Reports, 1972-1973	box 19	folder 4
Education -- Language Study -- Retrospective Language Survey -- Memoranda, Reports Re: Survey Progress Meetings, 1973-1974	box 19	folder 5

Education -- Language Study -- Retrospective Language Survey -- Proposal/Report Re: Kenya Language Project by Roderick J. Hemphill, Oct 16, 1973	box 19	folder 6
Education -- Report for the Special Program in Education Division, "A Review of the Special Program of Capital Grants to Universities and Colleges" by Reuben Frodin, 1968	box 19	folder 7
Education -- Report for the Education and Research Division, "Dimensions of Recent Growth in Private Universities and Colleges" by Reuben Frodin, Sep 1968	box 19	folder 8
Education -- Report, "Report of the Task Force on National Manpower Targets for Advanced Research on Foreign Areas" by the National Council on Foreign Language and International Studies, Nov 1981	box 19	folder 9
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Education and Culture -- Memoranda, Notes, Budget Proposals Re: Creation of Combined Program, 1981	box 20	folder 3
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Trip Files, 1957-1980

Scope and Contents

Dr. Sutton's trip files document the meetings and conferences he attended and the country visits he made from 1957 through 1980. The files contain itineraries, reports, background information, pre-trip logistics and post-visit observations, as well as agendas, meeting books and materials prepared for and following the Foundation's international conferences. Dr. Sutton's trip files offer firsthand accounts of the developed and developing countries within which the International Division operated and detail the need for continued Foundation support in many of the regions. The files reveal the frequency and pace with which Dr. Sutton and his colleagues in the International Division traveled, often attending multiple conferences each month, and stopping in several countries and occasionally on different continents during a single trip.

Arrangement

Arranged chronologically.

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Budget Files, 1966-1983

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This series contains budget and expenditure reports, interoffice memoranda, background materials, and notes regarding the finances and accounting practices of the Foundation's International Division. Budget reports and appropriations summaries trace the Foundation's grant funding through several fiscal years, recording active and completed grants as well as actual and proposed program budgets. Subjects addressed within the series include the Foundation's long-range financial plans, budget cuts, program commitments and funding requirements, management costs, and overseas staffing and compensation.

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Dr. Sutton regularly presented and published his opinions on and the results of his Ford Foundation work. His speeches, lectures, and articles are arranged chronologically from 1961 through 1982. Speeches and lectures Dr. Sutton gave to university audiences, conference attendees, government employees and Foundation colleagues make up the bulk of the series. Also included are articles written by Dr. Sutton for print in non-Ford Foundation publications, including journals, magazines, and newspapers.

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Ford Foundation History Project, Regional Files, 1951-1985

Scope and Contents

The files within this series consist of Dr. Sutton's research notes and materials on the history of the Ford Foundation's international activities and were amassed during his post-retirement consultancy. Comprised of memoranda, reports, meeting and conference materials, trip files, and notes, the History Project Regional Files detail the Foundation's international interests and provide a framework for understanding its grant-making agenda in each region.

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Ford Foundation History Project, Subject Files, 1949-1985

Scope and Contents

The Ford Foundation History Project Subject Files include correspondence, memoranda, grant proposals, reports, meeting materials, and notes. The History Project Subject Files document the Foundation's broad-based, issue-focused efforts aimed at education and educational reform, international studies and relations, development planning and management, and arts and culture, among others. The Subject Files include program management materials, budget reports, and International Division administrative and operational files.

Also within this series are the Ford Foundation internal history files outlined by Dr. Sutton in chapter and section order. These files contain notes and background information on the early history of the Foundation and the formation of its international programs. Biographical information on the Foundation's original trustees and staff, initial budgeting demands, program considerations and later developments shaped the structure of Dr. Sutton's history outline. The Sutton/McCarthy History Text Files consist of the chapters that Dr. Sutton and his research assistant, Nancy McCarthy, composed using the materials found within this series. Some of these chapters also double as independent Foundation reports.

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Arranged alphabetically.

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Researcher Files, Bulk, 1985-1987 1983-2002 (bulk 1985-1987) (bulk)

Scope and Contents

The six "Researcher" files document Dr. Sutton's use of the Ford Foundation Archives. They record the collections he consulted and the documents he requested while working on his history of the Foundation's international activities, as well as reference copies of some of the chapters he wrote. The series also includes correspondence between Dr. Sutton and Ann Newhall, the Foundation's archivist, regarding his citation of archival materials within the history text.

Arrangement

The files are arranged by box number according to the original Records Management boxes from which they were pulled, and then chronologically.

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Citation Check Re: History of the Ford Foundation International Division Part I (2 of 3), 1986-1987	box 76	folder 9
Citation Check re: Sutton Manuscript, "International Philanthropy in a Large Foundation" (3 of 3), 1987	box 76	folder 10
Research on Dwight Macdonald for Book Introduction (1 of 2), 1987	box 76	folder 11
Research on Ford Foundation International Work and Grants, Records of Individuals (2 of 2), 2001-2002	box 76	folder 12

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Visual Materials, 1951-1985

Separated Materials:

Separated Materials

Several of the files within this series were separated from the Program and Ford Foundation History Project Files series.

Scope and Contents

This series contains photographs of Ford Foundation staff, officers, and trustees, program work abroad, field offices and international visits. There is also one sheet of slides of miscellaneous museum artifacts, artwork, and antiques.

Arrangement

Alphabetical arrangement.

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