



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

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Describing Archives: A Content Standard

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 66 boxes. 61 letter-size document boxes, 1 legal-size document box, 4 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 <https://rockarch.org/collections/access-and-request-materials/#citations>

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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. 43rd 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

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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, 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," Architectural Record, 1964 November	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, 1967 March-August	box 1	folder 9
"Ford Flies High," New York Times (reprint), 1967 November 26	box 1	folder 10
Press Coverage -- News Clippings File, 1967 November-December	box 1	folder 11
Ford Foundation Building Dedication Ceremonies -- Brochure, 1967 December 8	box 2	folder 1

Office of the Secretary -- Building the Ford Foundation -- Dedication of Building -- Invitation, Pamphlets, Brochures, 1967 December 8	box 2	folder 2
New Building Dedication -- General Information, 1967 December	box 2	folder 3
Publicity -- Magazines and Fact Sheet, 1967 December-1968 January	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," Progressive Architecture, 1968 February	box 2	folder 6
"The Ford Foundation Building," Architectural Record, 1968 February	box 2	folder 7
"New York's Indoor Forest," American Forests, 1968 March	box 2	folder 8
"A Grant to Beauty," Life (full issue), 1968 March 29	box 63	folder 1
"Donacion Al Arte," Life en Espanol (full issue), 1968 April 22	box 63	folder 2
"The Granite, Glass and Garden Community," Fortune (full issue), 1968 April	box 63	folder 3
"Verwaltungsgebaude der Ford Foundation," Moebel Interior Design (full issue), 1968 May	box 62	folder 1
"A House of New York League Values," Architectural Design (full issue), 1968 July	box 62	folder 2
"The Ford Foundation Building," Audience, Spring 1968 (full issue), 1968	box 62	folder 3
Office of the Secretary -- Building the Ford Foundation -- Articles from Architectural Record, Kevin Roche Statement, Other Clippings, 1968	box 2	folder 9
"Ford Building Still Drawing Visitors," New York Times, 1970 August 30	box 2	folder 10
"Ford and La Raza," Ramparts, 1970 September	box 2	folder 11
The Garden of the Ford Foundation -- Brochure by Ford Foundation, 1971 April 24	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," New York Times Magazine (full issue), 1978 March 5	box 63	folder 4
Office of the Secretary -- Building of the Ford Foundation -- Ford Foundation Headquarters Building 25 Year Award -- American	box 2	folder 16

Institute of Architects/American Architectural Foundation, 1995
January

Office of the Secretary -- Building the Ford Foundation -- New York City Landmark Preservation, 1997 September 16	box 2	folder 17
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Ford Foundation "75 Years of Change" Celebration -- Pamphlet and Kevin Roche City Museum of New York Exhibit Booklet, 2011 October 27	box 2	folder 18
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Design and Planning, 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 and; Associates (1965-1966)" file.

Title/Description	Instances	
326 East 43rd Street -- Berk Industries Property Acquisition -- Correspondence Re: Hospital Cornerstone Property, 1963 June 7-1964 March 9	box 3	folder 1
477 Madison Avenue -- Floor Plans, Miscellaneous -- Old Building, 1963 September 24	box 3	folder 2
800 Second Avenue -- Correspondence Re: Air Duct, 1966 July 8-December 12	box 3	folder 3
Architects -- Addendum, 1965 June 21-July 23	box 3	folder 4
Architects -- Building Specifications (1 of 2), 1965 May 3	box 3	folder 5
Architects -- Building Specifications (2 of 2), 1965 May 3	box 3	folder 6
Architects -- Bulletins, 1965 January 19-1966 January 28	box 3	folder 7
Architects -- Deere and Co. (Eero Saarinen) Information Booklet, 1964 June 5	box 62	folder 4
Architects -- Eero Saarinen and Associates -- Cost Estimate, 1964 June 11	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, 1962 September-1964 February	box 4	folder 5
Architects -- "SKA" Sketches and Drawings -- Building Specifications, Mock-Up Rooms, Revision Plans (1 of 2), 1967 December-1968 January	box 4	folder 6
Architects -- "SKA" Sketches and Drawings (2 of 2), 1967 December-1968 January	box 4	folder 7
Architects -- "SKA" Sketches and Drawings -- Reception Desk, undated	box 4	folder 8
Architects -- Specifications for Furniture -- Eero Saarinen and Associates, 1966 April 14	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, 1963 June 6-1964 December 21	box 5	folder 4
Building Planning Committee -- Minutes, 1963-1964	box 5	folder 5
Ceilings -- Correspondence Re: Acoustic Tile Bids, 1965 January 4	box 5	folder 6
Cellar Plan -- Memoranda, 1967 March 14-24	box 5	folder 7
Complaints -- From Tudor City Re: New Building, 1964 September 30-1967 January 25	box 5	folder 8
Contract File -- Inventory List, Contract File, Tax Documents, 1951-1964	box 5	folder 9
Cor-Ten Steel -- Proposal (inc. photographs), circa 1963	box 5	folder 10
Cor-Ten Steel -- Memoranda, Proposal and Background (see: Visual Images - Slides), 1967-1968	box 5	folder 11
Data Processing -- Memoranda Re: Computer Room, 1965 May 21-June 16	box 6	folder 1
Demolition of Existing Structure -- Correspondence, Demolition Agreement, Insurance, Area Plans, etc. (1 of 2), 1963 March 14-August 8	box 6	folder 2

Demolition of Existing Structure -- Correspondence Re: Progress, Demolition Plan, Insurance Certificates, etc. (2 of 2), 1963 August 6-1964 April 6	box 6	folder 3
Department of Water, Gas and Electricity -- Correspondence and Area Map Re: Street Lighting Relocation, 1967 April 5-July 12	box 6	folder 4
Design Analyses and Computations (1 of 3), 1965 January-March	box 6	folder 5
Design Analyses and Computations (2 of 3), 1965 January-March	box 6	folder 6
Design Analyses and Computations (3 of 3), 1965 January-March	box 6	folder 7
Design Committee -- Meeting Minutes (1 of 3), 1964 May 18-August 18	box 7	folder 1
Design Committee -- Meeting Minutes (2 of 3), 1964 August 31-1965 August 24	box 7	folder 2
Design Committee -- Meeting Minutes (3 of 3), 1965 August 11-1966 January 18	box 7	folder 3
Design Referral Memoranda (1 of 2), 1965 November 8-1966 March 21	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, 1968 June 5	box 7	folder 7
Display Museum -- Brief Memorandum Re: Proposed Idea from "RGS", 1968 January 21	box 7	folder 8
Drawings and Layouts -- Space Planning Consultant Letter and Background, 1964 April 29	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, 1964 December 3-1965 October 5	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, 1964 March 3-1966 March 15	box 8	folder 3
Floor Design Loadings -- Fact Sheet Memorandum and Floor Plans, 1965 March 18	box 8	folder 4
Floor Plans -- Level B through Roof, undated	box 8	folder 5

Floor Plans -- New Building, 1966 March-May	box 8	folder 6
Floor Plans and Space Assignments, 1966 July 18-1968 February 1	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, 1964 December 9	box 8	folder 11
Foundation and Footing -- Memorandum, 1965 February 16	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 31, 1964-Mar 18, 1966	box 8	folder 18
Interior Design Authorization, 1965 September 29-October 21	box 8	folder 19
J. L. Murphy -- Drawings and Sketches, 1966 July 22-December 1	box 9	folder 1
Janitorial Space -- Memorandum, 1963 July 29	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, 1961 October 31-1966 March 25	box 9	folder 5
Maintenance -- Proposals, 1964-1965	box 9	folder 6
Management -- Cross and Brown -- Proposal, 1965 March 10	box 9	folder 7
Management -- Real Estate -- William A. White and Co., 1965 February 11-April 13	box 9	folder 8
Management Contractor -- Selection -- Draft Letters to Turner and Fuller, 1963 June 20	box 9	folder 9
Medical Area -- Notes, 1963 June 28	box 9	folder 10
Movable Partition System, 1964 August 10	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, 1965 January 25	box 9	folder 14

Nicely, J. M. -- Property Acquisition and Zoning, 1963 February-1964 February	box 9	folder 15
Pamphlets and Brochures -- Visits to Other Buildings (1 of 2), circa 1957-1967	box 10	folder 1
Pamphlets and Brochures -- Visits to Other Buildings (2 of 2), circa 1957-1967	box 10	folder 2
Parks Department -- Access Roads and Walks -- Correspondence Re: East Stairwell Exit with Background, 1964 October 1-1965 May 10	box 10	folder 3
Parks Department -- Application -- Correspondence Re: Exit Door Easement, Permit, Pictures, Plans (See: Visual Images--Photos), 1964 October 28-1965 November 3	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, 1965 December 8	box 10	folder 6
Personnel and Space Analysis -- Space Assignment, 1966 January 11	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, 1963 June 11	box 10	folder 9
Planning and Designs -- Correspondence with Brookings Institute, etc. Re: Ford Foundation New Building Plans, 1964 January 7- March 27	box 10	folder 10
Planning Requirements -- Crowe, T.J., 1964 April 16-22	box 10	folder 11
Planning Requirements (1 of 2), 1964 April 22	box 10	folder 12
Planning Requirements (2 of 2), 1964 April 22	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, 1963 March 7-1966 April 11	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, 1963 June 13-1965 December 20	box 12	folder 1
Real Estate Notifications -- Space for Rent Letters, 1967	box 12	folder 2
Reception Areas -- Notes Re: Design, UN Pass, 1964 November 24	box 12	folder 3
Rental Space -- 800 Second Avenue -- Sub-leases and Correspondence, 1965-1967	box 12	folder 4
Rezoning -- Notes, 1962 October 9-1963 June 7	box 12	folder 5
Roche -- Ford Foundation Headquarters -- Addenda and Bulletins (1 of 3), 1965 July	box 12	folder 6
Roche -- Ford Foundation Headquarters -- Addenda and Bulletins (2 of 3), 1965 August-December	box 12	folder 7
Roche -- Ford Foundation Headquarters -- Addenda and Bulletins (3 of 3), 1965 December-1967 April	box 12	folder 8
Roche -- Ford Foundation Headquarters Specifications, 1965 May 3	box 12	folder 9
Roll-up Doors -- Kinnear Manufacturing Co -- Correspondence Re: Specification Approval, 1967 February 21-May 29	box 12	folder 10
Roof Storage -- Memorandum Re: Cancelling Plan, 1967 February 15	box 12	folder 11
Security -- Minutes and Memoranda Re: Security Plan, 1965 November 12-1967 May 22	box 12	folder 12
Service Areas -- Notes and Memoranda, 1964 June 3	box 12	folder 13
Sewer -- Correspondence Re: Building Sewer Connection Design, 1965 April 22	box 12	folder 14
Shelter Area -- Memorandum, Correspondence and Background Re: Installing Civil Defense Area, 1964 August 25-December 10	box 12	folder 15
Shop Drawings -- Correspondence Re: Schedule, 1964 December 15-1966 October 5	box 12	folder 16
Site Development -- Planning Requirements Cover Letters, Traffic Regulations, 1963 November 5-1964 September 17	box 12	folder 17
Site Purchase -- Correspondence, Hospital Inventory, Copies of Deeds for Property and Purchase of Berk Industries, 1963 March 1-1964 February 17	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, 1963 August 7-1964 February 27	box 13	folder 6
Steam Supply System -- Correspondence with Consolidated Edison (Con Ed), 1965 January 26-June 4	box 13	folder 7
Storm Drainage System -- Memorandum Re: Cistern, 1966 March 10	box 13	folder 8
Storm, Sanitary Drains and Plumbing -- Requisition Request, 1965 June 28	box 13	folder 9
Structural -- Excavation and Foundations -- Inspection Report, 1964 August 26	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, 1963 June 4-1968 June 18	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, 1963 June 28-December 18	box 14	folder 3
Utilities and Building Operation, 1964 September 4	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, 1966 August 24	box 14	folder 6

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Construction Files, 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., 1967 June 7	box 15	folder 2
Architects -- Field Memorandums, 1966 January 27-1968 January 27	box 15	folder 3
Architects -- Field Orders, 1966 February 25-1968 January 5	box 15	folder 4
Architects -- Finish Schedule, undated	box 15	folder 5
Architects -- Luncheons with Architect and Management Contractor -- Agenda, 1965 November 19	box 15	folder 6
Architectural Metals -- General Bronze Corp. -- Correspondence Re: Specifications, 1966 October 11-1967 October 3	box 15	folder 7
Architectural Metals -- J.W. Fiske -- Illustrations and Correspondence, 1966-1967	box 15	folder 8
Armor Elevators -- Sketches and Plans, 1967	box 15	folder 9
Audiovisual -- Rosner TV -- Cost (1 of 2), 1967	box 15	folder 10
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Equipment and Furnishings, 1961-1969

Scope and Contents

Series IV. Equipment and Furnishing, 1961-1969

The files in this series document the outfitting of the building interior, the purchase of furniture, and the acquisition of moveable equipment. The earliest files contain information about the demonstration of experimental furniture designs by seven different possible vendors intended for the new building (1964-1965), painting estimates (1965), and the disposal of old furniture (1966-1967). Other files pertain to the planning, budgeting, and specifications for the new furniture (1965-1966) and the planning and installation of cable television in the new headquarters building (1966-1969). The files are arranged alphabetically.

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477 Madison Avenue -- Painting, Construction and Redecorating Estimates, 1965 February 2-March 12	box 43	folder 3
477 Madison Avenue -- Schmid, Robert -- Correspondence Re: Alterations and Refurbishing, 1961 November 2-1963 February 19	box 43	folder 4
477 Madison Avenue -- Termination of Lease, Services and Furniture Disposal, 1966 January 26-1967 March 30	box 43	folder 5
Audiovisual -- Rosner TV -- Proposal and Lists (1 of 4), 1966-1969	box 43	folder 6
Audiovisual -- Rosner TV -- Stage Equipment Contract (2 of 4), 1967-1968	box 43	folder 7

Audiovisual -- Rosner TV -- Correspondence and Drawings (3 of 4), 1968	box 43	folder 8
Audiovisual -- Rosner TV -- CATV Installation (4 of 4), 1968-1969	box 43	folder 9
Carpets -- Lord and Adams -- Quotes for 10th and 11th Floors, 1966 June 15-1967 July 12	box 43	folder 10
Herman Miller -- Price Quotations, 1966-1967	box 43	folder 11
File Equipment -- Diebold, 1965	box 43	folder 12
Food Service Equipment -- Heifetz Metal Crafts, Inc., 1968 January 18-March 1	box 43	folder 13
Furniture and Equipment Needs -- Central Services -- Lists, 1965 October 18-November 22	box 43	folder 14
Furniture and Furnishings -- Memoranda Re: Planning, Budgets, Specifications, 1965-1966	box 43	folder 15
Furniture -- Bids, 1966	box 44	folder 1
Furniture -- Decorating -- Metro Decorators, Inc. -- Bills, 1965	box 44	folder 2
Furniture -- Design costs -- Budget and Floor Plans, 1966	box 44	folder 3
Furniture -- Experimental Mock-up -- 477 Madison Avenue 20th Floor -- R.H. McCarthy's File -- Irwin Miller Memorandum, 1963-1965	box 44	folder 4
Furniture -- Standards -- Estimates, 1964	box 44	folder 5
Furniture -- Specifications, Estimates, Correspondence Re: Purchases, Drawings (1 of 2), 1965-1967	box 44	folder 6
Furniture -- Specifications, Estimates, Correspondence Re: Purchases, Drawings (2 of 2), 1967-1968	box 44	folder 7
Furniture -- Wall Alternative Selections -- Drawings, 1967 January 3	box 45	folder 1
Interior Design -- Summary of Commitments and Expenses, 1965	box 45	folder 2
Interior Design -- Correspondence and Memoranda Re: Furnishing Price Quotes and Specifications, 1965 December 20-1966 September 16	box 45	folder 3
Irving and Casson -- Trading Desk Plans, Contract, Inventories, 1966-1968	box 45	folder 4
Lehigh Furniture Corp. -- Correspondence, 1967	box 45	folder 5
M. Gerber Construction Co. -- Furniture Installation (cabinets, closets, etc.), 1967-1969	box 45	folder 6
New Building -- Miscellaneous Desk and Equipment Requirements -- Correspondence and Memoranda Re: Desks, Telephones, etc., 1967 February-May	box 45	folder 7

Sketches -- Credenza and Shelving, undated	box 45	folder 8
Window Washing Equipment -- Skyclimber -- Illustrations, 1966 July 18	box 45	folder 9

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Building Services, 1951-1998, bulk 1964-1969 (1964-1969)

Scope and Contents

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

Arranged alphabetically by subject, the Building Services series files include correspondence and sub-leases associated with the Foundation's departure from its office space at 477 Madison Avenue (1966-1968). Other files 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).

Title/Description	Instances	
Accounting System -- Proposed, 1968 February 27	box 46	folder 1
Allied Handi-Man Company -- Proposal, Analysis, Correspondence, 1964-1967	box 46	folder 2
Analysis of 7th Floor Area, 1964	box 46	folder 3
Art -- Inventory from 477 Madison Avenue, 1967 February 23- November 1	box 46	folder 4
Art Program -- Memoranda and Correspondence Re: Art Purchases, Andrew Ritchie, 1966-1969	box 46	folder 5
Budget Control Operations -- Budget Report, 1965-1966	box 46	folder 6
Building Plans Project -- Accession Records -- Blueprints -- Memorandum and Records Transfer Inventories, 1974 August 10-1987 October 7	box 46	folder 7
Building Plans Project -- Box Inventory Sheets, 1971 January 19	box 46	folder 8
Building Plans Project -- Box Inventory Sheets of Building Plans -- Old Copies, 1973-1998	box 46	folder 9
Building Plans Project -- Box Inventory Sheets, 1993-1995	box 46	folder 10
Building Plans Project -- Building Construction File Index -- Box Inventory Sheets, 1963-1969	box 46	folder 11
Building Plans Project -- Index of Ford Foundation Building Plans and Drawings [Paradox Database], 1997 July 18	box 62	folder 7
Building Plans Project -- Meeting Agenda, Blueprint Inventory, 1993 November 17	box 46	folder 12
Cable TV -- New York Telephone Co. -- Correspondence Re: Hookups, 1968	box 47	folder 1

Cash Register -- Proposal, 1966 April 7	box 47	folder 2
Certificates of Approval -- Re: Electrical, Window Washing, Mail Conveyor, etc., 1968	box 47	folder 3
Completion -- Claims -- Turner, Mills, etc. -- Correspondence and Memoranda Re: Outstanding Claims, 1967-1971	box 47	folder 4
Correspondence -- General, 1966 January 17-1967 November 7	box 47	folder 5
Correspondence -- General -- Financial Reports, Litigation, 1968	box 47	folder 6
Correspondence -- Headquarters -- Miscellaneous, 1967 January 3-1968 January 29	box 47	folder 7
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Correspondence -- Miscellaneous (2 of 2), 1966-1967	box 47	folder 9
Correspondence Re: Rosner TV to Phil Kemp, 1968 April 18-19	box 48	folder 1
Correspondence -- Reading File -- Re: Complaints, Turner Construction, Insurance, etc. (1 of 4), 1964 February-November	box 48	folder 2
Correspondence -- Reading File -- Re: Park Department, Architects, Zoning, etc. (2 of 4), 1964 December-1965 February	box 48	folder 3
Correspondence -- Reading File -- Chronological Correspondence of R.H. McCarthy (3 of 4), 1965 March-1966 January	box 48	folder 4
Correspondence -- Reading File -- Chronological Correspondence of Robert E. Ashley (4 of 4), 1966 February-December	box 48	folder 5
Critical Path Program -- Planning Handbook, Bar Chart, Method, 1964-1967	box 48	folder 6
Elevators -- Memorandum Re: Final Installation, 1967 December 5	box 48	folder 7
Exterminating Services -- Sameth Exterminating Co., Inc. -- Contract, 1965 September 3	box 48	folder 8
Fire Control Materials, 1975 June 11	box 48	folder 9
Fire Safety -- Permits, Approvals, Fire Communications System, 1974-1977	box 48	folder 10
Food Service -- New Building -- Memorandum, 1966 July 21	box 48	folder 11
Garage -- Memorandum Re: Parking Allocation, 1966	box 48	folder 12
Garden -- Correspondence Re: Landscaping Award, Invoices, 1968 June 4-1969 September 30	box 48	folder 13
Index -- Storage Containers Sent by Architects of Shop Drawings by Contractors and Vendors, and Not Plans List, circa 1966-1995	box 63	folder 6
Inter-Office Memoranda -- Miscellaneous -- Personal Mail, Design Meeting, etc., 1965 December 16-1966 July 8	box 48	folder 14
Lists of Contractors, Manufacturers, Suppliers, Chronology of the Ford Foundation Headquarters, circa 1967	box 49	folder 1

Maintenance and Security -- Dominick G. Riley Detective Bureau, 1965-1968	box 49	folder 2
Meeting of Architects and Construction Groups, 1968 June 18	box 49	folder 3
Miscellaneous -- Memoranda and Quotations Re: Furnishings, etc. (1 of 2), 1965-1967	box 49	folder 4
Miscellaneous -- Memoranda and Quotations Re: Furnishings, etc. (2 of 2), 1967	box 49	folder 5
Move to New Building -- Move Coordination Committee Agenda, Plans, Related Correspondence, 1967	box 49	folder 6
Occupancy and Move -- Correspondence, Memoranda, Timetable Re: Move, 1967-1968	box 49	folder 7
Outside Use of Facilities -- Requests, Correspondence, Policy Development, 1968-1970	box 49	folder 8
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Policy for Contractor's Advertising -- Memoranda, 1968 January 2-March 6	box 49	folder 10
Receptionists -- Memoranda Re: Planning, 1965 November 25-1966 July 28	box 49	folder 11
Restaurant Correspondence -- Photographs (separated) Re: Architectural Record Feb 1969 Article, 1969	box 49	folder 12
Security -- New Building Requirements -- Memoranda and Correspondence, 1965	box 49	folder 13
Staff Memoranda from Gertrude Winquist, 1966 July-1968 May	box 49	folder 14
Sub-Lease -- 477 Madison Avenue -- Barbet and Weigert Advertising Inc. -- 16th Floor, 1967 December 20	box 49	folder 15
Sub-Lease -- 477 Madison Avenue -- City Investing Co. -- 19th Floor -- Lease and Correspondence Re: Litigation, 1967 December 11-1970 April 15	box 62	folder 8
Sub-Lease -- 477 Madison Avenue -- Educational Facilities Labs, Inc. -- 20th Floor, 1967 December 1-1968 February 12	box 62	folder 9
Sub-Lease -- 477 Madison Avenue -- Engelhard Industries -- 24th Floor, 1966 June 27	box 49	folder 16
Sub-Lease -- 477 Madison Avenue -- Esaress International Group -- 15th Floor, 1968 April 3	box 50	folder 1
Sub-Lease -- 477 Madison Avenue -- LIN Broadcasting Corp. -- 17th Floor, 1968 April 3	box 50	folder 2
Sub-Lease -- 477 Madison Avenue -- The Merchandising Group -- 16th Floor, 1968 April 4	box 50	folder 3
Sub-Lease -- 477 Madison Avenue -- Paul Klemtnr and Co., Inc. -- 24th Floor, 1967 September 12	box 50	folder 4

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Sub-Lease -- 477 Madison Avenue -- Toshiba America, Inc., 1967 October 31-1968 April 3	box 62	folder 10
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Images, 1963-1999, bulk 1963-1968 (1963-1968)

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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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Contact Sheets -- Auditorium, etc. -- Eugene Cook, circa 1966	box 51	folder 2

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Contact Sheets -- Construction -- Eugene Cook (3 of 3), circa 1966	box 51	folder 5
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Contact Sheets -- Construction -- Kevin Roche -- Bruce Davidson, 1968	box 52	folder 3
Contact Sheets -- Full View of Site -- Eugene Cook, circa 1966	box 52	folder 4
Contact Sheets -- Full View of Site -- Eugene Cook, 1966 April 22-30	box 52	folder 5
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Contact Sheets -- Stairs and Stairwell -- 3rd Floor -- Eugene Cook, circa 1966-1967	box 52	folder 8
Contact Sheets -- Unidentified -- Move In?, circa 1967	box 52	folder 9
Contact Sheets -- Widest Views of Building -- Eugene Cook, 1966 January 18-19	box 52	folder 10
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Negatives -- 320 East 43rd St. -- 110-242 -- Demolition and Foundation Work, 1964 May 19-1965 April 29	box 53	folder 2
Negatives -- 320 East 43rd St. -- 243-383, 1965 May 6-December 23	box 53	folder 3

Negatives -- 320 East 43rd St. -- 384-551, 1965 December 30-1966 November 17	box 53	folder 4
Negatives -- 320 East 43rd St. -- 552-694, 1966 December 1-1967 October 26	box 53	folder 5
Negatives -- Color -- Bridge View, circa 1966	box 53	folder 6
Negatives -- Color -- Building Inspectors Looking Through Fence, etc., undated	box 53	folder 7
Negatives -- Color -- Closeup Views of Site, View From Bridge, circa 1966	box 53	folder 8
Negatives -- Color -- North Side 43rd Street, Full View, Floor -- Eugene Cook, circa 1966	box 53	folder 9
Negatives -- Ford Foundation Headquarters -- "Deliver To Mr. Kemp" -- Eugene Cook, circa 1966	box 53	folder 10
Negatives -- Ford Foundation Headquarters -- Trustees Dining Room in Construction, Jun 23 or Sep 27 unknown year	box 53	folder 11
Negatives -- Ford Foundation Headquarters -- Various, Sep 27 unknown year	box 53	folder 12
Negatives -- New Building -- William Simmons -- Ford Foundation 431 Rolls A and B 35 mm -- Building Model 4x5 Negatives, 1965 May	box 53	folder 13
Photos -- 320 East 43rd St. -- Building Extension Final Installation Work -- A-F, 691-694, 1967 March 9-October 26	box 54	folder 1
Photos -- 320 East 43rd St. -- Foundation Preparation -- 147-169, 1964 July 8-December 31	box 54	folder 2
Photos -- 320 East 43rd St. -- Foundation Construction -- 171-323, 1965 January 7-September 16	box 54	folder 3
Photos -- 320 East 43rd St. -- Site Demolition -- 1-17, 1963 August 26-September 19	box 54	folder 4
Photos -- 320 East 43rd St. -- Site Demolition -- 18-37, 1963 October 29-November 26	box 54	folder 5
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Photos -- 320 East 43rd St. -- Site Demolition -- 73-84, 1963 December 31-1964 May 11	box 55	folder 1
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Photos -- 320 East 43rd St. -- Site Demolition -- 110-125, 1964 May 19-June 8	box 55	folder 3
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Photos -- Building Construction -- Color -- Posterboard Backed, 1966 June 20	box 66	folder 1
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Photos -- Looking North -- Includes Color Transparencies -- Eugene Cook, circa 1965	box 58	folder 3
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Photos -- Office of the Secretary -- Building of the Ford Foundation -- Building Committee -- Building Public Relations Photographs, circa 1968	box 58	folder 13
Photos -- Parks Department Application -- Pictures of Wall to be Demolished -- Mal Gurian/Ed Whitey, 1963 July 24-December 6	box 58	folder 14
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Photos -- Setting Up Beam Site, circa 1965	box 58	folder 27
Photos -- Tudor City Sixth Unit -- Hermitage from Ford Foundation Lot (#100) Looking East 2pm -- Mal Gurian, 1964 May 16	box 58	folder 28
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Prints -- Ina Taylor's Gift (flipped), 1999 February 25	box 59	folder 1
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Prints -- UDC Feasibility Study Projections and Blueprints -- Posterboard -- Edward Barnes (1 of 2), 1973 August 22	box 65	folder 1

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Slides -- Construction -- Overall, Auditorium, Fireproofing, etc., 1966 April-June	box 59	folder 6
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