



# **Ford Foundation records, Office of Program Management, Program Operations and Services, Assets Division, Office Files of Fred Tom**

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## Summary Information

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| <b>Repository:</b>               | Rockefeller Archive Center  |
| <b>Creator - aut:</b>            | Tom, Fred   |
| <b>Creator:</b>                  | Ford Foundation   |
| <b>Title:</b>                    | Ford Foundation records, Office of Program Management, Program Operations and Services, Assets Division, Office Files of Fred Tom |
| <b>ID:</b>                       | FA685   |
| <b>Date [inclusive]:</b>         | 1984-2007   |
| <b>Physical Description:</b>     | 7.2 Cubic Feet  |
| <b>Language of the Material:</b> | English   |

### Preferred Citation note

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## Scope and Contents

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Financial and tax records, briefing books and evaluations.

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## Arrangement

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Arranged in 3 series: 1. Audit Files. 2. Regional Office Files. 3. Reports.

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## Administrative Information

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### Publication Statement

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URL: <http://www.rockarch.org>

### Processing Information

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

### Immediate Source of Acquisition note

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

### Conditions Governing Access

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

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## Related Materials

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### 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Appendix A: Reports – Unpublished reports written by Ford Foundation staff and consultants were removed from their original folders, scanned and transferred to the Archives' collection of staff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

### Audit Files, 1984-2007

| Title/Description   | Instances |
|---|-----------|
| Audits (1) -- General Audit Information, Bangkok-Jakarta, 1994-2007                             | box 1     |
| <b>Arrangement</b>  |           |
| Alphabetical  |           |
| Audits (2) -- Johannesburg-Nairobi, 1995-2007   | box 1     |
| <b>Arrangement</b>  |           |
| Alphabetical  |           |
| Audits (3) -- New Delhi, Rio de Janeiro, Santiago, Windhoek, 1997-2005                          | box 1     |
| Internal Audit -- Africa and the Middle East, 1996-2000   | box 2     |
| Internal Audit -- Asia and Russia, 1993-2000  | box 2     |
| Internal Audit -- Beijing, China, 1989-2004   | box 2     |
| Internal Audit -- Cairo, Egypt and Khartoum, Sudan, 1988-2004                                   | box 2     |
| Internal Audit -- Hanoi, Vietnam, 1998-2005   | box 2     |
| Internal Audit -- Jakarta, Indonesia, 1987-2005   | box 2     |
| Internal Audit -- Johannesburg, South Africa, 1994-2004   | box 2     |
| Internal Audit -- Lagos, Nigeria, 1989-2005   | box 2     |
| Internal Audit -- Manila, Philippines, 1988-2003  | box 2     |
| Internal Audit -- Mexico City, Mexico, 1987-2006  | box 3     |
| Internal Audit -- Moscow, Russia, 1998-2005   | box 3     |
| Internal Audit -- Nairobi, Kenya, 1988-2006   | box 3     |
| Internal Audit -- New Delhi, India, 1984-2005   | box 3     |
| Internal Audit -- PRI Audits -- FAPs, Grants to Organizations, Grants to Individuals, 1987-2003 | box 3     |
| Internal Audit -- Rio de Janeiro, Brazil, 1988-2005   | box 3     |

|  |       |
|--|-------|
| Internal Audit -- Santiago, Chile, 1992-2006   | box 3 |
| Internal Audit -- Windhoek, Namibia, 1994-2001 | box 3 |
| Internal Audit -- Other, 1993-1999             | box 3 |

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## Regional Office Files, 1989-2006

| Title/Description   | Instances |
|---|-----------|
| Bangkok Field Office Visit (July 21-August 2, 1995) Briefing Book (folder 1), 1993-1995 | box 4     |
| Bangkok Field Office Visit (July 21-August 2, 1995) Briefing Book (folder 2), 1993-1995 | box 4     |
| Beijing Briefing Book, 1994-2001  | box 4     |
| Brazil Briefing Book, 2000-2001   | box 4     |
| Chile Briefing Book, 1993-2002  | box 4     |
| Egypt Briefing Book, 1996-2003  | box 4     |
| India Briefing Book, 1989-2002  | box 4     |
| Kenya Briefing Book, 1995-2002  | box 4     |
| Manila Briefing Book, 1989-2001   | box 4     |
| Manila Briefing Book, 1989-2001   | box 4     |
| Mexico City Briefing Book, 2001-2004  | box 4     |
| Moscow Briefing Book (1998), 1996-2002  | box 4     |
| Nigeria Briefing Book, 1994-2004  | box 4     |
| South Africa Briefing Book, 2001-2002   | box 4     |
| South Africa Briefing Book, 2001-2002   | box 4     |
| Vietnam Briefing Book, 1996-2002  |           |
| Bangkok -- Office Closing, 1997-1998  | box 5     |
| Beijing -- Office Issues, 2000-2004   | box 5     |
| Capital Projects Fiscal Year 1998 -- New Delhi Office, 1997                             | box 5     |
| Capital Projects Fiscal Year 2000, 1999   | box 5     |
| Capital Projects Fiscal Year 2001, 2000   | box 5     |
| Capital Projects Details Fiscal Year 2001 -- Re: Lagos Office, 2001                     | box 5     |
| Ford Foundation Office Leases -- General Information, 1998-1999                         | box 5     |

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|--|-------|
| Hanoi -- Visit (May 14-23, 1997) and Office Related Files, 1996-1997                     | box 5 |
| Hanoi -- Vietnam Office, 1996-1999   | box 5 |
| Hanoi -- Office Lease, Office Issues, Staff, Security, SARS Discussions, etc., 2001-2003 | box 5 |
| Hanoi -- Vietnam Office -- Renovation (2006) and 2001 Lease, 2001-2007                   | box 5 |
| Jakarta -- Office Visits, Office/Regional Issues, 1998-2005                              | box 5 |
| Jakarta, 1999-2005   | box 5 |
| Johannesburg -- Capital Gains Tax, 2003  | box 5 |
| Johannesburg -- Budget and Inventory, 2005   | box 5 |
| Lagos -- GSO Lagos Trip (March 19-28, 1997), Mar 19-28, 1997                             | box 5 |
| Lagos, 2001-2006   | box 5 |
| Lagos, 2002-2005   | box 5 |
| Manila -- Office Closing, 2001-2002  | box 6 |
| Mexico City, 2000-2005   | box 6 |
| Mexico City -- Incl. Documents Re: Power Outage Situation, 2004-2005                     | box 6 |
| Moscow -- Incl. Correspondence Re: Terrorism, 1996-2002                                  | box 6 |
| Nairobi, 1996-2004   | box 6 |
| New Delhi -- India Trip, 2002-2003   | box 6 |
| New Delhi, 2003-2005   | box 6 |
| Rio de Janeiro, 1998-2004  | box 6 |
| Santiago, 1992-2005  | box 6 |
| Santiago -- Grants Administration, 2002-2003   | box 6 |
| Windhoek (Namibia) -- Office Closure, 2001-2002  | box 6 |

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## Reports, 1985-2007

| Title/Description  | Instances |
|--|-----------|
| "Challenging the Assumptions: An Analysis of the Role of Evaluation in the Ford Foundation's Work in Forestry" by Anita Kendrick, 1985 | box 6     |

|   |       |
|---|-------|
| "Income and Employment in Bangladesh: Forward Ever Backward Never" by Marshall A. Bear and Jennefer Sebstad, Oct 1994   | box 6 |
| "Evaluation of the Development Finance and Economic Security (DFES) Programme of the Ford Foundation, New Delhi Office" by Ajit Kanitkar and Shashi Rajagopalan, Oct 2005 | box 6 |
| "Strategic Review of Sustainable Metropolitan Communities Initiative: Final Report" by Peter Plastrik and John Cleveland (slide presentation), Jun 24, 2006               | box 6 |
| "Innovation: Individuals, Networks, Patronage" Draft by Stephen Kotkin -- An Evaluation of Higher Education Support in Russia, January-June 2006, Aug 2006                | box 6 |
| "A Report on the Ford Foundation's Community Development Grantmaking, Andean Region and Southern Cone" by Julie C. Monteleone, Sep 2006                                   | box 6 |
| "A Qualitative Review of the Impacts on the Organization" and "A Qualitative Review of External Impacts" Re: Forest Stewardship Council International Center, 2006-2007   | box 6 |

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