Population Council records, Index

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Describing Archives: A Content Standard

Rockefeller Archive Center

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URL: http://www.rockarch.org

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Population Council.
Title:	Population Council records, Index
ID:	FA775
Date [inclusive]:	1952-1976
Physical Description:	2.81 Cubic Feet , 27 card boxes, 3x5x12 inches each
Language of the Material:	English

Preferred Citation

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

Scope and Contents

The Population Council Index provides indexing to the Council's General File (1952-1961) and the Council's Central Files (1961-1976), which include the Administration File, Foreign Correspondence, Grant Files, Organization File, and Subject File.

Arrangement

The index is arranged in three series: 1. General File Index (1952-1961); 2. Central File Index (1961-1976); and 3. Central File Title List (1961-1976).

Administrative Information

Publication Statement

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Conditions Governing Access

Index cards are open for research.

Immediate Source of Acquisition

The Population Council records were initially transferred to RAC by the Council in 1976, with periodic accretions to the collection as necessary.

Conditions Governing Use

The Population Council retains 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. The Population Council retains the right to prior consent with respect to any reproduction or extensive quotation of the records for publication.

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Related Materials

Related Materials

See also:

[FA210 Population Council records Accession 1](#)

[FA432 Population Council records, Accession 2](#)

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Collection Inventory

General File Index, 1952-1961

Physical Description: 4 box(es) index cards3.5 x 5 x 12 inches each.

Scope and Contents

The Population Council's General File Index provides indexing to be found in [FA210 Population Council records Accession 1, Series 1: General File, 1952-1961](#)

Individual documents are indicated on the index cards by the alphabetically arranged file titles within the General File.

Related Materials:
Related Materials

See also:

[FA210 Population Council records Accession 1](#)

Biographical / Historical

From 1952-1961 the Population Council maintained a single 'General File' of correspondence, memoranda, and reports, arranged alphabetically by file title. Indexing was provided by the General File Index, which included headings for personal names and organizations.

Title/Description	Instances
A - D	box 1
E - KIRK	box 2
KIRK - Q	box 3
R - Z	

Central File Index, 1961-1976

Physical Description: 21 box(es) index cards3.5 x 5 x 12 inches each.

Scope and Contents

Provides indexing to the Population Council's Central Files, which includes the Administration File, Foreign Correspondence, Grant Files, Organization File, and Subject File.

The Population Council's Central Files can be found in both:

FA210 Population Council records Accession 1

FA432 Population Council records, Accession 2

Related Materials:
Related Materials

See also:

FA210 Population Council records Accession 1

FA432 Population Council records, Accession 2

General

The Central Files Index cards use notations to indicate specific records series within the Population Council's Central Files. See the key below to decipher these notations.

Key to Central File Index notations

"AD - (name) - (file title)"
    See: Population Council records, Accession 2 (FA432), Series 3. Administration File
"Admin. - (name) - (file title)"
    See: Population Council records, Accession 2 (FA432), Series 3. Administration File
"D (YY).(###)" (Grant ID number, Demographic Division)
    Search DIMES for the grant ID number.
"D&I - AD - (name) - (file title)"
    See: Population Council records, Accession 2 (FA432), Series 3. Administration File
"D&I - O (file title)", dated from 1961-1966
    See: Population Council records, Accession 1 (FA210), Series 1. Organization File
"D&I - O (file title)", dated from 1967-1976
    See: Population Council records, Accession 2 (FA432), Series 4. Organization File
"D&I - S (file title)", dated from 1961-1966
    See: Population Council records, Accession 1 (FA210), Series 5. Subject File
"D&I - S (file title)", dated from 1967-1976
    See: Population Council records, Accession 2 (FA432), Series 4. Subject File
"FC - (country name) - (file title)"
    See: Population Council records, Accession 2 (FA432), Series 2. Foreign Correspondence
"M (YY).(###)" (Grant ID number, Biomedical Division)
    Search DIMES for the grant ID number.

"O - (file title)", dated from 1961-1966
See: Population Council records, Accession 1 (FA210), Series 4. Organization File
"O - (file title)", dated from 1967-1976
See: Population Council records, Accession 2 (FA432), Series 4. Organization File
"S - (file title)", dated from 1961-1966
See: Population Council records, Accession 1 (FA210), Series 5. Subject File
"S - (file title)", dated from 1967-1976
See: Population Council records, Accession 2 (FA432), Series 4. Subject File
"T (YY).(###)" (Grant ID number, Technical Division)
Search DIMES for the grant ID number.

Biographical / Historical

In 1961-1962 the Population Council contracted Records Management Research to review the Council's filing system and make recommendations. Following this review the Council established a Central Files Unit to receive and file documents under specific subject titles, and to maintain a card index system for documents cross-referencing. The Council's Central Files Unit maintained several series of records, including the Administration File, Foreign Correspondence, Grant Files, Organization File, and Subject File.

The Central File unit was in operation until 1976, when inactive Population Council records were transferred to the Rockefeller Archive Center.

Title/Description	Instances
A - Aspefam	box 5
Aspen - BOG	box 6
BOH - Centro	box 7
Centrum - Corning	box 8
Cornwall - Doyle	box 9
DR - FK	box 10
FL - Grant	box 11
Graphics - HOC	box 12
HOD - Iskander	box 13
Islam - KN	box 14
KO - LJ	box 15
LL - MB	box 16
ME - MZ	box 17
NA - OZ	box 18
PA - PO	box 19
PR - ROS	box 20
ROTC - SHEY	box 21
SHI - SUL	box 22
SUM - TY	box 23

V - WER	box 24
WES - Z	box 25

Central File Title Lists, 1961-1976

Physical Description: 2 box(es) index cards3.5 x 5 x 12 inches each.

Scope and Contents

This series provides lists of files found in the Population Council's Central Files, but is not an index to those files.

Title/Description	Instances
D&I-S (Subject file)	box 26
D&I-O (Organization file)	box 26
D&I-BT (Board of Trustees)	box 26
D&I-DDS (Demographic Division)	box 26
D&I-TAD-S (Technical Assistance Division)	box 26
D&I-BMD (Biomedical Division)	box 26
D&I-AD (Administration file)	box 26, 27
FC (Foreign Correspondence)	box 27