



Rockefeller Foundation records, Biographical File

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English

Describing Archives: A Content Standard

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

archive@rockarch.org

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

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Rockefeller Foundation.
Title:	Rockefeller Foundation records, Biographical File
ID:	FA485
Date:	undated
Physical Description:	3.5 Cubic Feet 8 document boxes.
Physical Description:	8 document boxes.
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>

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Scope and Contents

The scope and breadth of the Biographical File is inconsistent. Some files are rich, while others are sparse.

Individual files may contain: biographical sketches, curriculum vitae and resumes, obituaries, press releases, photographs, articles and publications. Files may also document honors, awards, appointments and positions held.

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Arrangement

The Rockefeller Foundation Biographical File is arranged alphabetically by the last name/family name of the individual or by institutional name.

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Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

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archive@rockarch.org

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Conditions Governing Access

Open for research. 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.

Processing Information

Level 2 Limited Processing has been conducted by RAC to establish basic intellectual and physical control of the material and assess immediate preservation and conservation needs. Records have been rehoused into acid-free boxes. All records remain in original folders.

Immediate Source of Acquisition

The Rockefeller Foundation Biographical File was created and maintained by the Foundation staff until the 1980's, at which time the File was transferred to the Rockefeller Archive Center.

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