



# **Ford Foundation records, Office of Management Services, Office Files of Steven Lawry**

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Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

[archive@rockarch.org](mailto:archive@rockarch.org)

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## Summary Information

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<b>Repository:</b>	Rockefeller Archive Center
<b>Creator - aut:</b>	Lawry, Steven W.
<b>Creator:</b>	Ford Foundation
<b>Title:</b>	Ford Foundation records, Office of Management Services, Office Files of Steven Lawry
<b>ID:</b>	FA652
<b>Date [inclusive]:</b>	1994-2003
<b>Physical Description:</b>	0.76 Cubic Feet
<b>Language of the Material:</b>	English

### 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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## Scope and Contents

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Contains documentation of meetings, orientation, surveys, reviews, etc.

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## Arrangement

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Arranged in 1 series: 1. Program Assistants/Associates Program Files.

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## Administrative Information

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### Publication Statement

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### 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.

### 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.

### 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.

### 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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## Collection Inventory

### Program Assistants/Associates Program Files, 1994-2003

Title/Description	Instances
Program Assistants, 1994-1996 -- FAP, Expenses, 1994-1996	box 1
Program Assistants, 1994-1996 -- PA Background, Diversity Information, 1994	box 1
Program Assistants, 1994-1996 -- Orientation, 1994	box 1
Program Assistants, 1994-1996 -- PA Meetings, Workshops, Interviews, 1994-1996	box 1
Program Assistants, 1996-1998 -- FAP, Budget, Expenses, 1995-1996	box 1
Program Assistants, 1996-1998 -- Orientation, 1996	box 1
Program Assistants, 1996-1998 -- Recruitment, Application Forms, 1995-1998	box 1
Program Assistants -- Survey, Results, July 1996	box 1
Program Assistants -- Miscellaneous Files, 1994-1997	box 1
Program Assistants -- Retreat, 1997	box 2
Program Assistants -- FAPs, 1997-1998	box 2
Program Assistants, 1998-2000 -- Guidelines, 1997	box 2
Program Associates -- Interviews, Evaluations (folder 1), 2002	box 2
Program Associates -- Interviews, Evaluations (folder 2), 2002-2003	box 2
Program Associates Program Review -- Steering Committee Meeting, Apr 16, 2002	box 2
Program Associates, 1998-2001	box 2
Program Associates -- Program Review Summary and Recommendations, Orientation Notebook, Directory, 2000-2003	box 2

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