



ArchivesSpace

## **Ford Foundation records, International Division, Administrative Manuals and Post reports**

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English

Describing Archives: A Content Standard

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

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

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

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## Summary Information

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| <b>Repository:</b>                   | Rockefeller Archive Center  |
| <b>Creator:</b>                      | Ford Foundation   |
| <b>Title:</b>                        | Ford Foundation records, International Division, Administrative<br>Manuals and Post reports |
| <b>ID:</b>                           | FA720   |
| <b>Date [inclusive]:</b>             | 1953-1976   |
| <b>Physical Description:</b>         | 2.4 Cubic Feet  |
| <b>Language of the<br/>Material:</b> | 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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## Administrative Information

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### Publication Statement

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### 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

Material is open for scholarly research, with prior archival review.

Material more than ten years old is open for scholarly research.

Select individual files are restricted, as noted. Permission to access these files must be obtained from the Ford Foundation before scholarly access is permitted.

## Conditions Governing Use

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## Immediate Source of Acquisition

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.

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## Controlled Access Headings

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- Ford Foundation

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## Physical Characteristics and Technical Requirements

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Materials requiring specialized equipment for access (film, audio, video, slides) may be restricted from scholarly research dependent on availability of the applicable equipment.

Brittle or damaged items, or materials otherwise in need of preservation care, may be restricted from scholarly research at the discretion of the RAC Head of Archival Services/RAC Head of Reference.

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## Collection Inventory

| Title/Description  | Instances          |           |
|--|--------------------|-----------|
| New York - Administration, Procedures and Systems, 1953 May 25   | box 1<br>(SK42034) | folder 1  |
| New York - General Guidelines on Policy Organization, Program and Administration (incomplete), 1953 September 15   | box 1<br>(SK42034) | folder 2  |
| New York - Guides - Program Action Form; Modification Procedure; Grant Out of Appropriation; Letter of Grant Notification; and Terms of Grant Form, 1956 November 15 | box 1<br>(SK42034) | folder 3  |
| New York - Stenographic and Secretarial Handbooks, 1956, 1957, 1959  | box 1<br>(SK42034) | folder 4  |
| New York - Guide of Administrative Policies for Overseas Operations, 1959 May 25   | box 1<br>(SK42034) | folder 5  |
| New York - "Personnel for Overseas Development", 1962 December   | box 1<br>(SK42034) | folder 6  |
| New York - Guidelines for Performance Appraisals, 1964 March   | box 1<br>(SK42034) | folder 7  |
| New York - Orientation Materials, 1965   | box 1<br>(SK42034) | folder 8  |
| New York - Handbook for Overseas Staff, 1967 January   | box 1<br>(SK42034) | folder 9  |
| New York - Employee Payroll/Information System. Electronic Data Processing and Computer Systems, 1969 September  | box 1<br>(SK42034) | folder 10 |
| New York - Automated Systems for Portfolio Management and Securities Accounting. Proposal. Information Systems and Services, 1970 July                               | box 1<br>(SK42034) | folder 11 |
| New York - Employee Benefits. Official Plan Documents, 1976 May 27   | box 1<br>(SK42034) | folder 12 |
| Eastern Africa (Nairobi) - Administrative Manual for expatriate personnel in Eastern and Southern Africa, n.d.   | box 1<br>(SK42034) | folder 13 |
| Eastern Africa (Nairobi) - Nairobi Report (photocopy of excerpt), n.d.   | box 1<br>(SK42034) | folder 14 |
| Middle East (Saudi Arabia) - Administrative Policies and Procedures, 1965 April  | box 1<br>(SK42034) | folder 15 |
| Middle East (United Arab Republic) - Handbooks and Policies, 1961  | box 1<br>(SK42034) | folder 16 |

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| North Africa - Information for Consultants and Project Specialists, 1968 June  | box 1<br>(SK42034) | folder 17 |
| North Africa (Tunisia) - Administrative Manual for Professional Staff in North Africa, 1969 October                      | box 1<br>(SK42034) | folder 18 |
| North Africa (Tunisia) - Medical and Health Guide for North Africa, 1970 January   | box 1<br>(SK42034) | folder 19 |
| North Africa (Tunisia) - Manual of Administrative Procedures and Policies for locally employed personnel, 1972 October 1 | box 1<br>(SK42034) | folder 20 |
| North Africa (Tunisia) - Manuel de Procedures et Reglements Administratifs, 1972 October 1                               | box 1<br>(SK42034) | folder 21 |
| North Africa (Tunisia) - Manual of Administrative Procedures and Policies for Expatriate Personnel, 1973 January 1       | box 1<br>(SK42034) | folder 22 |
| West Africa (Ghana) - Administrative Services and Regulations for Expatriate Staff, 1970 June 1                          | box 1<br>(SK42034) | folder 23 |
| West Africa (Nigeria) - Nigeria Post Report, 1962 March  | box 1<br>(SK42034) | folder 24 |
| West Africa (Nigeria) - Administrative Services and Regulations for professional staff, 1965 June                        | box 1<br>(SK42034) | folder 25 |
| West Africa (Nigeria) - Manual for Office Administration and General Services, 1970 January                              | box 1<br>(SK42034) | folder 26 |
| West Africa (Nigeria) - Administrative Manual for Expatriate Personnel in Nigeria, 1970, 1971 January                    | box 1<br>(SK42034) | folder 27 |
| West Africa (Nigeria) - A General Guide to Lagos for newly arriving Ford Foundation personnel, 1971 July                 | box 1<br>(SK42034) | folder 28 |
| Burma - Post Report and Information Kit, 1957 May - 1958   | box 2<br>(SK42035) | folder 1  |
| India - Organization and Management Guide, 1963 December   | box 2<br>(SK42035) | folder 2  |
| India - India Post Report, 1965  | box 2<br>(SK42035) | folder 3  |
| India - "Welcome to Calcutta" and "Getting to Know Delhi" distributed by American Women's Club, 1964, 1967               | box 2<br>(SK42035) | folder 4  |
| India and Nepal - Organization and Responsibilities of the Ford Foundation India Field Office, 1966 February             | box 2<br>(SK42035) | folder 5  |
| India - Administrative Policy Procedure for Ford Foundation Professional Staff in India, 1966 April                      | box 2<br>(SK42035) | folder 6  |
| India - Bhubaneswar Post Report and Bhopal Post Report, 1968 May, 1966 December  | box 2<br>(SK42035) | folder 7  |
| India - Medical Portfolio, 1967 February   |                    |           |

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|   | box 2<br>(SK42035) | folder 8  |
| India - Handbook for Indian Administrative Services Staff, 1968 March                   | box 2<br>(SK42035) | folder 9  |
| India - Post Report, 1970 May   | box 2<br>(SK42035) | folder 10 |
| India - Ford Foundation Building, 1968  | box 2<br>(SK42035) | folder 11 |
| Indonesia - Post Report, 1971 February  | box 2<br>(SK42035) | folder 12 |
| Indonesia - Personnel Policies and Practices for Indonesian Staff, 1970 May, 1972 April | box 2<br>(SK42035) | folder 13 |
| Pakistan - Post Reports, 1954 October, 1961 June  | box 2<br>(SK42035) | folder 14 |
| Thailand and Southeast Asia - Personnel list and report, 1967                           | box 2<br>(SK42035) | folder 15 |
| Argentina and Chile - Briefing Information and Administrative Guides, 1963, 1964, 1965  | box 2<br>(SK42035) | folder 16 |
| Chile - Briefing Information for Assignment in Chile, 1971                              | box 2<br>(SK42035) | folder 17 |
| Colombia and Venezuela - Coming to Colombia, 1965 January, 1968 January                 | box 2<br>(SK42035) | folder 18 |
| Colombia and Venezuela - Staff Policy Guide, 1976, 1980                                 | box 2<br>(SK42035) | folder 19 |
| Mexico - Administrative Manual, 1964 August   | box 2<br>(SK42035) | folder 20 |
| Mexico - General Information, 1965  | box 2<br>(SK42035) | folder 21 |
| Mexico - Staff Handbooks, 1967, 1971, 1972, 1979  | box 2<br>(SK42035) | folder 22 |
| Peru - Administrative Guide, 1978   | box 2<br>(SK42035) | folder 23 |