



Ford Foundation records, Latin America and the Caribbean Program, Rio de Janeiro, Brazil Field Office, Office Files of Shepard Forman

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English

Describing Archives: A Content Standard

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Title:	Ford Foundation records, Latin America and the Caribbean Program, Rio de Janeiro, Brazil Field Office, Office Files of Shepard Forman
ID:	FA630
Date [inclusive]:	1977-1980
Physical Description:	1.2 Cubic Feet
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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Biographical / Historical

In July 1977, Shepard Forman became the Program Advisor/Program Specialist at the Rio de Janeiro - Brazil Office; one of several overseas offices within the Ford Foundation's Latin America and the Caribbean Program. In August 1980, Forman became the Program Officer of the Brazil Office. The goals and objectives of the Overseas Development Program guided the work of all overseas offices. Overseas Development Program assistance supported educational, training, and research institutions and activities essential to the social, economic, and educational advancement of developing nations in Latin America and the Caribbean as well as in South and Southeast Asia, the Near East, and Africa.

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Scope and Contents

This collection is comprised of Chronological Files and correspondence to and from Shepard Forman. The Chronological Files are mainly comprised of letters from organizations or individuals soliciting grant funds, proposals, and letters to grantees requesting supplementary information, etc.

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Arrangement

This collection is arranged in chronological order.

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Administrative Information

Publication Statement

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Conditions Governing Access

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

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

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

- Ford Foundation

Physical Characteristics and Technical Requirements

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

Chronological Files and Correspondence, 1977-1980

Title/Description	Instances
Chron File October 2, 1979 - December 27, 1979, 1979 October 2 - December 27	box 1 (#7280; SK #36366)

Chron File June 1, 1979 – September 26, 1979, 1979 June 1 – September 26

	box 1 (#7280; SK #36366)	folder 2
Chron File April 2, 1979 – May 31, 1979, 1979 April 2 – May 31	box 1 (#7280; SK #36366)	folder 3
Chron File January 1979 – March 1979, 1979 January – March	box 1 (#7280; SK #36366)	folder 4
Chron File August 1, 1978, 1978 August 1	box 1 (#7280; SK #36366)	folder 5
Chron File May 3, 1978 – July 26, 1978, 1978 May 3 – July 26	box 1 (#7280; SK #36366)	folder 6
Chron File January 2, 1978 – April 28, 1978, 1978 January 2 – April 28	box 1 (#7280; SK #36366)	folder 7
Chron File August 15, 1977 – December 29, 1977, 1977 August 15 – December 29	box 1 (#7280; SK #36366)	folder 8
Chron copies August 12, 1977 – November 11, 1977, 1977 August 12 – November 11	box 1 (#7280; SK #36366)	folder 9
Chron copies November 17, 1977 – December 29, 1977, 1977 November 17 – December 29	box 1 (#7280; SK #36366)	folder 10
Correspondence to/from S. Forman January 3, 1978 – February 27, 1978, 1978 January 3 – February 27	box 1 (#7280; SK #36366)	folder 11
(memos – internal) Correspondence – external August 14, 1978 – December 29, 1978, 1978 August 14 – December 29	box 1 (#7280; SK #36366)	folder 12
Chron IV March – April 1978, 1978 March – April	box 1 (#7280; SK #36366)	folder 13
Correspondence to/from April 21, 1978 – July 25, 1978, 1978 April 21 – July 25	box 1 (#7280; SK #36366)	folder 14
Chron File January 1979 – March 1979, 1979 January – March	box 1 (#7280; SK #36366)	folder 15
Chron copies April 2, 1979 – May 31, 1979, 1979 April 2 – May 31		

	box 1 (#7280; SK #36366)	folder 16
Chron File June 1, 1979 – September 26, 1979 June 1 – September 26	box 1 (#7280; SK #36366)	folder 17
Chron File October 2, 1979 – December 27, 1979, 1979 October 2 – December 27	box 1 (#7280; SK #36366)	folder 18
Chron File January 4, 1980 – March 31, 1980, 1980 January 4 – March 31	box 1 (#7280; SK #36366)	folder 19
Chron File April 1980 – July 14, 1980, 1980 April – July 14	box 1 (#7280; SK #36366)	folder 20

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