



# **Ford Foundation records, Program Division, Office of the Vice President, Office Files of James H. Lapple**

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Rockefeller Archive Center

15 Dayton Avenue  
Sleepy Hollow 10591

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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, Program Division, Office of the Vice President, Office Files of James H. Lapple
<b>ID:</b>	FA661
<b>Date [inclusive]:</b>	1988-1997 (Bulk: 1990-1994)
<b>Date [bulk]:</b>	bulk
<b>Physical Description:</b>	4.04 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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## Administrative Information

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### Publication Statement

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

## **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 note**

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 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.

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## **Controlled Access Headings**

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- Ford Foundation

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## **Physical Characteristics and Technical Requirements note**

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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

### Program Reviews and Meetings, 1988-1994

Title/Description	Instances
May Administrative Meeting -- Schedules, 1991	box 1
May Administrative Meeting -- Budgets -- Budget Discussion Agenda, 1991	box 1
May Administrative Meeting -- Accounting Software Review, 1991	box 1
May Administrative Meeting -- Field Office Grants System, 1991	box 1
May Administrative Meeting -- Original Representatives Letter and Planning Memoranda, 1990-1991	box 1
May Administrative Meeting -- Participants List, Dinner Attendees (folder 1), 1991	box 1
May Administrative Meeting -- Participants List (folder 2), 1991	box 1
May Administrative Meeting -- Meeting Costs, 1991	box 1
May Administrative Meeting -- Ford Foundation Archives -- Meeting Agenda, Retention Guidelines, Risk Management for Field Offices Summary, Information on Preparing and Controlling Files, etc., 1991	box 1
May Administrative Meeting -- Miscellaneous Meeting Materials, 1990-1991	box 1
May Administrative Meeting - Agenda, Fiscal Report, FOGS Information, May 15-23, 1991	box 1
Southeast Asia Regional Meeting -- Bangkok (June 11-12, 1992), 1992	box 1
Fiscal Year 1993 7 Month Budget Review -- Office of the Vice President and Grant Administration, May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Urban Poverty (cost center 120), May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Rights and Social Justice (cost center 130), May 1993	box 1

Fiscal Year 1993 7 Month Budget Review -- Government and Public Policy (cost center 135), May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- International Affairs Program (cost center 140), May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Education and Culture (cost center 150), May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Rural Poverty and Research (cost center 170), May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Reproductive Health and Population (cost center 180), May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Program Related Investments (cost center 610), May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Africa and the Middle East, May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Latin America, May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- Asia, May 1993	box 1
Fiscal Year 1993 7 Month Budget Review -- List of Errors and Handwritten Budget List Notes, May 1993	box 1
1993 Regional Meeting -- Audit Session, 1992-1993	box 1
1993 Program Review, 1993	box 1
1993 USIAP Program Review -- Education and Culture Program Review, Feb 9, 1993	box 1
1993 USIAP Program Review -- International Affairs Program Review, Feb 10, 1993	box 1
1993 USIAP Program Review -- PRI, RPR, RHP, UP Program Reviews, Jan-Feb 1993	box 1
USIAP Program Review Fiscal Year 1994 -- RSJ, GPP, RHP, Nov-Dec 1993	box 1
USIAP Program Review Fiscal Year 1994 -- E&C, Dec 14, 1993	box 1
USIAP Program Review Fiscal Year 1994 -- Media Projects Program Review, Feb 1, 1994	box 1
Asia Regional Meeting (February 1994) -- Meeting Preparation Materials, Administrative Procedures and Manuals for Field Offices, Field Office Inventory Lists, etc., 1988-1994	box 1

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## Budgets, 1990-1994

<b>Title/Description</b>	<b>Instances</b>
Ford Foundation USIAP Budgets Fiscal Year 1991 (as of August 1990), Aug 1990	box 1
USIAP Fiscal Year 1992 Budgets Final, [1992]	box 1
Fiscal Year 1992 Budgets (other) -- DCP Ratios, 1991	box 1
Fiscal Year 1992 Budgets (other) -- Presidents Review for Fiscal Year 1991, incl. Staff Count Analysis, 1991	box 1
Fiscal Year 1992 Budgets (other) -- USIAP Ratios, 1991	box 1
1993 Budget Process, 1991-1993	box 2
Fiscal Year 1993 Budget Summary -- Ratios, 1992	box 2
Fiscal Year 1993 Budget Summary -- Budget Year End Follow-up (folder 1), 1992	box 2
Fiscal Year 1993 Budget Summary -- Budget Year End Accrual Follow-up (folder 2), 1992	box 2
Fiscal Year 1993 Budget Summary -- Final 1992 Staff Count -- Maddaline Kostyra Memorandum, 1991	box 2
Fiscal Year 1993 Budget Summary -- Calendarization, 1992	box 2
Fiscal Year 1993 Budget Summary -- Audit Checklist, 1992	box 2
Fiscal Year 1993 Budget Summary -- Staff Count Analysis, Field Office Capital Projects Requests, Funding Availability, 1992-1993	box 2
Fiscal Year 1993 Budget Summary -- Unit Reserve, 1992-1993	box 2
April 1994 -- Expense Analysis, Actual vs. Budgets, Apr 1994	box 2

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## Field Office and Travel Files, 1988-1997

<b>Title/Description</b>	<b>Instances</b>
Capital Project -- Jakarta -- Proposed New Field Office Building, 1991	box 2
Chile -- Open File, 1991-1992	box 2
Chile -- Pending File -- Personnel Policies, Lease Agreements (for office), etc., 1991	box 2
Chile-Lima Transition -- Lima Severance Issues, Accounting Arrangements, Personnel Policy, 1991	box 2
Delegations of Authority, 1988-1991	box 2
Field Office Local Delegations of Authority -- Correspondence, Memoranda, Reports (incl. photograph), 1989-1993	box 2

Field Office Grants System (FOGS) -- Cairo -- Installation, Use, 1991	box 2
Field Office Grants System (FOGS) -- Brazil -- Installation, Use, 1991	box 3
Field Office Grants System (FOGS) -- Bangladesh -- Dhaka Office -- Installation, Use, 1992	box 3
Pending Travel -- Office of Management Services, 1996-1997	box 3
Santiago Visit, Mar 14-19, 1994	box 3
Summary of Risk Management Program for Field Offices, May 1991	box 3
Thailand Provident Fund, 1993-1994	box 3
Notebooks -- Field Office Visits, Meeting Notes (loose notebooks), 1990-1993	box 4

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