



# **Ford Foundation records, Office of the Secretary, General Office Files**

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Rockefeller Archive Center

15 Dayton Avenue  
Sleepy Hollow 10591

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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, Office of the Secretary, General Office Files
<b>ID:</b>	FA693
<b>Date [inclusive]:</b>	1954-1998
<b>Physical Description:</b>	2.4 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

Rockefeller Archive Center

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Sleepy Hollow 10591  
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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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## **Related Materials**

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### **Separated Materials**

Appendix A: Reports – Unpublished reports written by Ford Foundation staff and consultants were removed from their original folders, scanned and transferred to the Archives' collection of staff and consultant reports. See Appendix A for a list of these reports and their specific assigned number. The reports are listed in alphabetical order by author. The assigned number may be used to access reports in the online catalog.

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## Controlled Access Headings

- Ford Foundation

## Physical Characteristics and Technical Requirements note

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

Subject Files, 1954-1998	
Title/Description	Instances
Appropriations Procedure and Ford Foundation Budget, 1970-1991	box 1
Basic Data on the Ford Foundation incl. History of the Ford Foundation Reports, Drafts, Historical Financial Report from 1954, 1954-1995	box 1
Bequests and Gifts -- General, 1968-1993	box 1
Congressional Letters -- How to Handle Congressional Letters Initiated by Office of Reports, n.d.	box 1
Congressional Letters and Distribution of Ford Foundation Printed Materials, 1982-1995	box 1
Dissolution of Ford Foundation Assets, 1974-1984	box 1
Ford Estates -- Henry and Edsel -- Mills Committee Hearings Re: Henry and Edsel Bequest to Tax Exempt Foundation, 1969-1978	box 1
Ford Foundation and Washington -- Incl. Correspondence with Government Officials, Grants Re: Government Activities and Initiatives, etc., 1970-1985	box 1

Government Officials -- Correspondence Re: Ford Foundation Grants, Compensation Regulations for Government Officials, etc., 1980-1992	box 1
Government Officials -- Richard Foote Case Re: Compensation for Government Officials, 1976	box 1
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> Restricted from scholarly access.	
Indemnification -- Directors and Officers, 1976-1988	box 2
Indemnification -- Directors and Officers, 1984-1998	box 2
Office of the Secretary General Correspondence -- Incl. Papers, Drafts Re: Functions and Services of OS and General Counsel, 1954-1989	box 2
Pensions -- Report Re: Inequality in Pension Benefits for Men and Women, Apr 1977	box 2
Real Estate Subsidiaries, 1976-1982	box 2
Restructuring Office of the Secretary, Grants Processing, and Individual Grants, 1994	box 2
Size of the Ford Foundation -- Correspondence, Reports Re: Pros and Cons of Large Foundations; incl. Summary of Reece Committee Investigation of Tax Exempt Foundations, 1954-1975	box 2
Travel Policies, 1964-1990	box 2

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## Appendix A: Reports, 1983

Title/Description	Instances
The Office of the Secretary and General Counsel -- Functions and Services, Mar 30, 1983	report #019910