



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

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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>	FA683
<b>Date [inclusive]:</b>	1977-1997 (Bulk: 1985-1991)
<b>Date [bulk]:</b>	bulk
<b>Physical Description:</b>	4.8 Cubic Feet
<b>Language of the Material:</b>	English

### Preferred Citation note

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## Scope and Contents

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Contains: Field Office Files, Budget Files and Program reviews, Memoranda and reports.

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## Arrangement

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Arranged in 3 series primarily by file type.

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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.

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### 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

### Field Office Files

#### Field Office Visits and Accounting Software Installation, 1985-1990

Title/Description	Instances
Kenya Trip (August 1986), Aug 1986	box 1
Southeast Asia Trip (December 1986), Dec 1986	box 1
Southeast Asia Trip (December 1986) -- Thailand, Dec 1986	box 1
Southeast Asia Trip (December 1986) -- Manila, Dec 1986	box 1
Southeast Asia Trip (December 1986) -- Trip Report, Jan 21, 1987	box 1
Southeast Asia Trip (December 1986) -- Thank You Notes, 1987	box 1
Mexico Trip (February 1987) -- Mexico City Field Office Accounting, Administrative Policies, New Personnel, Budget Information, etc., 1985-1987	box 1
Mexico Trip (February 1987) -- Preliminary Agenda, 1987	box 1
Cairo Implementation (June 1987) -- Agenda, Jun 1987	box 1
Cairo Implementation (June 1987) -- Ariela's Report (floppy disk), Jun 1987	box 1
Cairo Implementation (June 1987) -- Trip Report, Jul 13, 1987	box 1
Cairo Implementation (June 1987) -- Miscellaneous Memoranda, 1987	box 1
Brazil Implementation (August 1987) -- Pre-Implementation Memo and Subject Category Codes, 1987	box 1
Brazil Implementation (August 1987) -- Agenda, 1987	box 1
West Africa Trip (September 1987) -- Lagos, 1987	box 1
West Africa Trip (September 1987) -- Senegal Follow-Up Request, Mar 22, 1988	box 1
West Africa Trip (September 1987) -- Miscellaneous Memoranda, 1987-1988	box 1
Mexico Implementation (February 1988) -- Pre-Implementation Memo, Jan 12, 1988	box 1
Mexico Implementation (February 1988) -- Agenda, 1987-1988	box 1
Mexico Implementation (February 1988) -- Trip Report, Mar 22, 1988	box 1

Jakarta Pre-Implementation (March 1988), 1988	box 1
China Field Visit (May 1988), 1988	box 1
China Field Visit (May 1988) -- Agenda (on floppy disks), May 1988	box 1
Kenya Implementation (June 1988) -- Pre-Implementation Memo, Apr 25, 1988	box 1
Kenya Implementation (June 1988) -- Implementation Report, Jun 24, 1988	box 1
Kenya Implementation (June 1988) -- Kenya Programming Changes Memo, Apr 14, 1988	box 1
Kenya Implementation (June 1988) -- Miscellaneous Memoranda and Materials (incl. floppy disks), 1988	box 1
Southeast Asia Installation (August 1988) -- Pre-Implementation Memo -- Bangkok, Jun 23, 1988	box 1
Southeast Asia Installation (August 1988) -- Pre-Implementation Memo -- Jakarta, Jun 23, 1988	box 1
Southeast Asia Installation (August 1988) -- Pre-Implementation Memo -- Manila, Jun 23, 1988	box 1
Southeast Asia Installation (August 1988) -- Pre-Implementation Trip Report/Sample Report Index, Mar 23, 1988	box 1
Southeast Asia Installation (August 1988) -- Bangkok/Manila Changes, 1988	box 1
Southeast Asia Installation (August 1988) -- Field Office Budget Submissions Fiscal Year 1989, 1988	box 1
Southeast Asia Installation (August 1988) -- Accounting Software Implementation Memos, 1988	box 1
Bangladesh/India Visit (January 1989) -- Agenda and Handwritten Notes, 1989	box 1
Bangladesh/India Visit (January 1989) -- Bangladesh Visit, 1988-1989	box 1
Bangladesh/India Visit (January 1989) -- India Visit, 1986-1989	box 1
Kenya Modification Visit (March 1989) -- Agenda, 1989	box 2
Kenya Modification Visit (March 1989) -- Trip Report and Trip-Related Memoranda and Notes, 1988-1989	box 2
Senegal Financial Accounting Software Installation (May 1989) (incl. disks), 1989	box 2
Peru Installation (October 1989) -- [incl. PHOTO and FLOPPY DISKS], 1989	box 2
China Installation (November 1989) [incl. FLOPPY DISKS], 1989	box 2

Kenya/Harare Installation Visit (June-July 1990), 1989-1990	box 2
India/Egypt Trip (March-April 1990), 1988-1990	box 2
Indonesia Version -- Financial Accounting Software, n.d.	box 2

## **Field Office Administration, Program Reviews, Conferences, Grants Systems, 1977-1997**

<b>Title/Description</b>	<b>Instances</b>
Bangkok Field Office Administration Manual and Materials, 1977-1995	box 2
Bangladesh Field Office Administration Manual and Materials, 1981-1997	box 2
Developing Countries Program Fiscal Year 1987 Administration and Accounting Meeting -- Discussion Materials Prepared by Office of the Secretary, Oct 21, 1986	box 2
Field Office Accounting Conference (DCP FY Admin and Accounting Meeting), Oct 1986	box 2
Field Office Accounting Conference -- Invitation and Agenda, Oct 1986	box 2
Field Office Accounting Conference -- Detailed Agenda, 1986	box 2
Field Office Accounting Conference -- Individual Grants, Oct 1986	box 2
Field Office Accounting Conference -- Memos to Representatives, Nov 1986	box 2
Field Office Accounting Conference -- OTJ Logistical Review, [1986]	box 2
Field Office Accounting Conference -- Investment, Role of, Oct 1986	box 2
Field Office Administration -- Accounting Practices and Procedures and Foreign Currency Memo, Mar 10, 1986	box 2
Field Office Administration -- Organizational Charts for Field Offices, 1986	box 2
Field Office Administration -- Names and Addresses (of Representatives), Jan 1987	box 2
Field Office Administration -- Overseas Grant Payment Memo, 1987	box 2
Field Office Administration -- 1987 Program Review, 1987	box 2
Field Office Administration -- 1988 Budget Instructions, 1987	box 2
Field Office Administration -- Program Review Fiscal Year 1989, 1988	box 2

Field Office Administration -- MIS Support for Field Offices Memo, Jul 20, 1988	box 2
Field Office Administration -- Budget Instructions, 1989	box 2
Brazil and India Grants Systems, 1987	box 3
Cairo Grants System, 1990	box 3
China Grants System, 1990	box 3
Indonesia Grants System, 1990	box 3
Kenya Grants System, 1990	box 3
Mexico Grants System, 1987-1990	box 3
Peru Grants System, 1990	box 3

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## Budget Files and Program Reviews, 1988-1991

Title/Description	Instances
Financial Statements and Quarterly Projections, 1988-1990	box 3
Monthly Financial Statements, 1989-1990	box 3
Mexico FAP Visit/Review (August 1989), Aug 1989	box 3
January 1990 Budget Review, 1990	box 3
Cost Center Budget Reports -- Regional Offices Fiscal Year 1990, 1989	box 3
Roster and Staff Count (March 1990), Mar 1990	box 3
Cost Center Budget Report FY 1990 -- OVP and USIAP and DCP Grants Administration (110/111/216), 1989	box 3
Cost Center Budget Report FY 1990 -- Urban Poverty (120), [1989-1990]	box 3
Cost Center Budget Report FY 1990 -- Human Rights and Governance (130), 1989-1990	box 3
Cost Center Budget Report FY 1990 -- International Affairs Program (140), [1990]	box 3
Cost Center Budget Report FY 1990 -- Education and Culture (150), 1989-1990	box 3
Cost Center Budget Report FY 1990 -- Rural Poverty and Resources (170), [1990]	box 3
Cost Center Budget Report FY 1990 -- PRI (610), 1989-1990	box 3
Cost Center Budget Report FY 1990 -- Asia (230), 1989-1990	box 3



Cost Center Budget Report FY 1990 -- Africa and the Middle East (240), 1989-1990	box 3
Cost Center Budget Report FY 1990 -- Latin America and the Caribbean (250), 1990	box 3
Ford Foundation Program Division -- March 1990 Budget Review, Mar 1990	box 3
Budget Fiscal Year 1991 -- 110/205, 1990	box 4
USIAP Program Review, 1991	box 4
Quarterly Budget Project Fiscal Year 1991, 1990-1991	box 4

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## Memoranda and Miscellaneous Reports, 1987-1990

Title/Description	Instances
Memoranda, 1987-1990	box 4
Miscellaneous Reports by Lapple Re: Brand Quality, Debt Conversion, etc. (for class?), 1988	box 4

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