



# **Ford Foundation records, Logistical Services, Office Files of Robert Mayer**

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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 - aut:</b>	Mayer, Robert A. (Robert Anthony)
<b>Creator:</b>	Ford Foundation
<b>Title:</b>	Ford Foundation records, Logistical Services, Office Files of Robert Mayer
<b>ID:</b>	FA1719
<b>Date [inclusive]:</b>	1952-1975
<b>Physical Description:</b>	1.14 Cubic Feet 3 Hollinger boxes
<b>Language of the Material:</b>	English .

### Preferred Citation

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <https://rockarch.org/collections/access-and-request-materials/#citations>

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## Biographical / Historical

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The Ford Foundation was chartered by Henry and Edsel Ford in 1936 "to receive and administer funds for scientific, educational and charitable purposes, all for the public welfare", and initially served the Ford family's charitable interests in the Detroit area. Following the deaths of Edsel Ford (1943) and Henry Ford (1947), the Foundation was propelled to the forefront of philanthropy as the largest American foundation in terms of both endowment and yearly expenditures, and with an international scope to its major program areas. During the Foundation's first twenty years its major programs were in international economic development, primary and higher education, educational and public broadcasting, behavioral sciences, civil liberties, urban development, fine arts and the humanities. The Ford Foundation also partnered with the Rockefeller Foundation in supporting agricultural development in South America, Africa, and Southeast Asia. Since the 1970s, the Foundation has also pioneered programs in women's rights, energy policy, micro-financing in under-developed countries, establishing human rights groups, and improving international HIV/AIDS education.

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## Biographical / Historical

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Robert A. (Anthony) Meyer built a career in administration that spanned across philanthropy, business, and the military. He worked in the Ford Foundation's Division of Administration during the 1960s and 1970s as Assistant to the Vice President and Officer-in-Charge of Logistical Services.

Mayer graduated from Fairleigh Dickinson University in 1955 with a degree in English. He then served as a Sergeant in the United States Army for two years where he worked in Administration and Personnel. Before joining the Ford Foundation in 1963, he worked for the Mobil Oil Company as Program Supervisor for Service Stations in the Advertising Department.

Mayer initially joined the Ford Foundation as a Program Assistant in the Latin America Program. Then in 1964, he became a Program Associate and shortly after in 1965, he became Assistant Representative to Brazil. Mayer moved to the Division of Administration in 1967 as Assistant to the President and had his responsibilities expanded in 1968 to also become Officer-in-Charge of Logistical Services. As Officer-in-Charge of Logistical Services, Mayer oversaw both the Building Services and Records Services departments.

In 1967, Mayer earned a Master's degree in Government and International Relations from New York University.

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## Scope and Contents

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Collection contains the office files that Robert Mayer created during his time as Officer-in-Charge of the Ford Foundation's Logistical Services unit. Logistical Services operated within the Foundation's Division of Administration and included both a Records Services and Buildings Services department. Materials in the collection appear to chiefly relate to Mayer's responsibilities over the Records Services department as well as his involvement in the larger activities of the Division of Administration.

The collection consists of one series of staff subject files. These files contain correspondence, memos, notes, drafts, and reports that document the development of the Ford Foundation's records management and archives programs from between the 1950s and 1970s. Prominent records management related subjects that the files discuss include trips to the field offices to evaluate and assist record keeping procedures, advancement and advocacy of records retention policies, filing procedures instructions, and records storage. Prominent archives related subjects include the development of the Reports Control

Center (Ford catalogued reports collection), the oral history project, and policies for internal and external access to records.

While some of the other material in the collection may have been accumulated by Mayer simply in his capacity as an officer in the Division of Administration receiving documents related to activities outside of his specific unit, other records were created through his active participation in concerns beyond Logistical Services. A notable example of the later type of material is Mayer's work on the Ford Foundation's response to the U.S. House of Representatives' Staff Report of the Subcommittee on Domestic Finance of the Committee on Banking and Currency (Patman Subcommittee Report).

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## Arrangement

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Collections consists of one series.

Collection arrangement is as follows:

Series 1. Subject files, 1952-1975

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## Administrative Information

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### Publication Statement

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

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

### Conditions Governing Access

Open for research. Brittle or damaged items are available at the discretion of RAC.

## Conditions Governing Use

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## Immediate Source of Acquisition

Ford Foundation archive was deposited at the RAC in 2011. Ford Foundation records, correspondence, reports, program files, and officers' papers were transferred to and accessioned by the RAC beginning in 2011.

This material was transferred to the RAC in 2019 and was ingested by the RAC as Accession 2019:099.

Accessions continue as necessary.

## Processing Information

Processing Level 3: Standard Processing

Processed by Darren Young, February 2020

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## Controlled Access Headings

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- Ford Foundation
- Archives
- Information retrieval
- Records -- Management
- Records retention
- Information storage and retrieval systems
- Oral history

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## Collection Inventory

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### Subject files, 1952-1975

Physical Description: 1.14 Cubic Feet About 3 LTR size Hollinger boxes

## Scope and Contents

Series contains the subject files Robert Mayer created during his time as Officer-in-Charge of the Ford Foundation's Logistical Services. These files chiefly concern Mayer's duties overseeing the development of the records management and archives programs by the Records Services department. They contain correspondence, memos, notes, drafts, and reports that discuss topics like trips to the field offices to evaluate and assist record keeping procedures, advancement and advocacy of records retention policies, filing procedures instructions, records storage, the development of the Reports Control Center (the Ford catalogued reports collection), the development of the oral history project, and policies for internal and external access to archival records. Materials show that Meyer worked closely with Records Services Manager Robert Williams to establish and structure the Foundation's records management and archives programs.

Other records in the series document Meyer's participation in administrative concerns outside of Logistical Services. For instance, there are files showing Meyer's role in drafting the Ford Foundation's response to the U.S. House of Representatives' Staff Report of the Subcommittee on Domestic Finance of the Committee on Banking and Currency (Patman Subcommittee Report). Then there are some documents that Meyer likely received simply because he was a member of the Division of Administration. These items are mostly reports and publications.

Title/Description	Instances	
Risk management policy, 1972	box 1	folder 1
Program-Directed Investments: A Wider View of Philanthropy, 1968 March	box 1	folder 2
Insurance Report for the Ford Foundation - John Liner Associates, Inc., 1966-1973	box 1	folder 3
Program Related Investments (PRI) information papers, 1968-1970	box 1	folder 4
The Role of Women in the Ford Foundation, 1971	box 1	folder 5
Patman Subcommittee Report, 1968-1972	box 1	folder 6
Patman Subcommittee Report, 1971	box 1	folder 7
Ford Foundation Building Dedication program booklet, 1967	box 1	folder 8
Fellowship Programs in Business Administration and Economics, 1962	box 1	folder 9
Travel and Study Awards Program information paper, 1967 September	box 1	folder 10
Trip to Asia and Middle East offices, 1965-1968	box 1	folder 11-12
Records destruction, 1971-1973	box 1	folder 13
Disposition of foundation assets (real and operating), 1970-1973	box 2	folder 14
History - Archives development, 1960-1975	box 2	folder 15
IR (Information Resources) Units, 1970-1972	box 2	folder 16
Archives, 1952-1973	box 2	folder 17-18
Oral History Project, 1969-1973	box 2	folder 19
Records management - Field Offices, 1970-1973	box 3	folder 20-21

Records management - New York City Office, 1970-1973	box 3	folder 22
Records Services, 1970-1973	box 3	folder 23
Reports Control Center, 1970-1974	box 3	folder 24
Records storage, 1964-1973	box 3	folder 25
Vital records protection, 1968-1973	box 3	folder 26

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