Ford Foundation records, International Division, Administrative Manuals and Post reports

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Rockefeller Archive Center

15 Dayton Avenue
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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Title:	Ford Foundation records, International Division, Administrative Manuals and Post reports
ID:	FA720
Date [inclusive]:	1953-1976
Physical Description:	2.4 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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Scope and Contents

Contains handbooks, reports, practice, procedural and operations and orientation manuals.

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Administrative Information

Publication Statement

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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

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.

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.

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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.

Collection Inventory

Title/Description	Instances	
New York - Administration, Procedures and Systems, 1953 May 25	box 1 (SK42034)	folder 1
New York - General Guidelines on Policy Organization, Program and Administration (incomplete), 1953 September 15	box 1 (SK42034)	folder 2
New York - Guides - Program Action Form; Modification Procedure; Grant Out of Appropriation; Letter of Grant Notification; and Terms of Grant Form, 1956 November 15	box 1 (SK42034)	folder 3

New York - Stenographic and Secretarial Handbooks, 1956, 1957, 1959	box 1 (SK42034)	folder 4
New York - Guide of Administrative Policies for Overseas Operations, 1959 May 25	box 1 (SK42034)	folder 5
New York - "Personnel for Overseas Development", 1962 December	box 1 (SK42034)	folder 6
New York - Guidelines for Performance Appraisals, 1964 March	box 1 (SK42034)	folder 7
New York - Orientation Materials, 1965	box 1 (SK42034)	folder 8
New York - Handbook for Overseas Staff, 1967 January	box 1 (SK42034)	folder 9
New York - Employee Payroll/Information System. Electronic Data Processing and Computer Systems, 1969 September	box 1 (SK42034)	folder 10
New York - Automated Systems for Portfolio Management and Securities Accounting. Proposal. Information Systems and Services, 1970 July	box 1 (SK42034)	folder 11
New York - Employee Benefits. Official Plan Documents, 1976 May 27	box 1 (SK42034)	folder 12
Eastern Africa (Nairobi) - Administrative Manual for expatriate personnel in Eastern and Southern Africa, n.d.	box 1 (SK42034)	folder 13
Eastern Africa (Nairobi) - Nairobi Report (photocopy of excerpt), n.d.	box 1 (SK42034)	folder 14
Middle East (Saudi Arabia) - Administrative Policies and Procedures, 1965 April	box 1 (SK42034)	folder 15
Middle East (United Arab Republic) - Handbooks and Policies, 1961	box 1 (SK42034)	folder 16
North Africa - Information for Consultants and Project Specialists, 1968 June	box 1 (SK42034)	folder 17
North Africa (Tunisia) - Administrative Manual for Professional Staff in North Africa, 1969 October	box 1 (SK42034)	folder 18
North Africa (Tunisia) - Medical and Health Guide for North Africa, 1970 January	box 1 (SK42034)	folder 19
North Africa (Tunisia) - Manual of Administrative Procedures and Policies for locally employed personnel, 1972 October 1	box 1 (SK42034)	folder 20
North Africa (Tunisia) - Manuel de Procedures et Reglements Administratifs, 1972 October 1	box 1 (SK42034)	folder 21
North Africa (Tunisia) - Manual of Administrative Procedures and Policies for Expatriate Personnel, 1973 January 1	box 1 (SK42034)	folder 22
West Africa (Ghana) - Administrative Services and Regulations for Expatriate Staff, 1970 June 1	box 1 (SK42034)	folder 23

West Africa (Nigeria) - Nigeria Post Report, 1962 March	box 1 (SK42034)	folder 24
West Africa (Nigeria) - Administrative Services and Regulations for professional staff, 1965 June	box 1 (SK42034)	folder 25
West Africa (Nigeria) - Manual for Office Administration and General Services, 1970 January	box 1 (SK42034)	folder 26
West Africa (Nigeria) - Administrative Manual for Expatriate Personnel in Nigeria, 1970, 1971 January	box 1 (SK42034)	folder 27
West Africa (Nigeria) - A General Guide to Lagos for newly arriving Ford Foundation personnel, 1971 July	box 1 (SK42034)	folder 28
Burma - Post Report and Information Kit, 1957 May - 1958	box 2 (SK42035)	folder 1
India - Organization and Management Guide, 1963 December	box 2 (SK42035)	folder 2
India - India Post Report, 1965	box 2 (SK42035)	folder 3
India - "Welcome to Calcutta" and "Getting to Know Delhi" distributed by American Women's Club, 1964, 1967	box 2 (SK42035)	folder 4
India and Nepal - Organization and Responsibilities of the Ford Foundation India Field Office, 1966 February	box 2 (SK42035)	folder 5
India - Administrative Policy Procedure for Ford Foundation Professional Staff in India, 1966 April	box 2 (SK42035)	folder 6
India - Bhubaneswar Post Report and Bhopal Post Report, 1968 May, 1966 December	box 2 (SK42035)	folder 7
India - Medical Portfolio, 1967 February	box 2 (SK42035)	folder 8
India - Handbook for Indian Administrative Services Staff, 1968 March	box 2 (SK42035)	folder 9
India - Post Report, 1970 May	box 2 (SK42035)	folder 10
India - Ford Foundation Building, 1968	box 2 (SK42035)	folder 11
Indonesia - Post Report, 1971 February	box 2 (SK42035)	folder 12
Indonesia - Personnel Policies and Practices for Indonesian Staff, 1970 May, 1972 April	box 2 (SK42035)	folder 13
Pakistan - Post Reports, 1954 October, 1961 June	box 2 (SK42035)	folder 14

Thailand and Southeast Asia - Personnel list and report, 1967

	box 2 (SK42035)	folder 15
Argentina and Chile - Briefing Information and Administrative Guides, 1963, 1964, 1965	box 2 (SK42035)	folder 16
Chile - Briefing Information for Assignment in Chile, 1971	box 2 (SK42035)	folder 17
Colombia and Venezuela - Coming to Colombia, 1965 January, 1968 January	box 2 (SK42035)	folder 18
Colombia and Venezuela - Staff Policy Guide, 1976, 1980	box 2 (SK42035)	folder 19
Mexico - Administrative Manual, 1964 August	box 2 (SK42035)	folder 20
Mexico - General Information, 1965	box 2 (SK42035)	folder 21
Mexico - Staff Handbooks, 1967, 1971, 1972, 1979	box 2 (SK42035)	folder 22
Peru - Administrative Guide, 1978	box 2 (SK42035)	folder 23