



Ford Foundation records, National Affairs Division, Government and Law Program, Office Files of Sanford M. Jaffe

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English

Describing Archives: A Content Standard

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Title:	Ford Foundation records, National Affairs Division, Government and Law Program, Office Files of Sanford M. Jaffe
ID:	FA627
Date [inclusive]:	1970-1981
Physical Description:	1.32 Cubic Feet
Language of the Material:	English
Abstract:	The Office Files of Sanford M. Jaffe, Program Officer and Program Officer in Charge of the Ford Foundation's National Affairs Division from 1968 to 1981, document his activities in the Government & Law program between 1970 and 1981. The files were transferred to the Foundation Archives in April 1982. The office files consist of 1.25 linear feet of correspondence, inter-office memoranda, and minutes. They are divided into two series: Select Correspondence and Chronological Files. Arrangement within the series corresponds as closely as possible to the original order established by Jaffe's office.

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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Biographical / Historical

Sanford M. Jaffe was a member of the Ford Foundation staff from March 1968 until November 1981. During this period, he held the following positions:

• 1979 Program Officer Government and Law National Affairs • 1973 POIC Government and Law National Affairs • 1969 Program Officer Government and Law National Affairs • 1968 Program Officer Social Development National Affairs • 1968 Program Advisor Social Development National Affairs

Sanford Jaffe was born February 12, 1932. He received his Bachelor of Arts (RA.) degree in 1954 from Rutgers University, and was elected Phi Beta Kappa. In 1957, Jaffe earned the Bachelor of Laws (LL.R) degree from the Harvard Law School.

Prior to Jaffe's career with the Ford Foundation, he held the following positions:

- 1958-1959, New Jersey Supreme Court - Law Secretary to Chief Justice
- 1959-1961, Essex County Prosecutor's Office - Assistant Prosecutor
- 1961-1966, U.S. Attorney's Office - Chief, Criminal Division
- 1966-1967, Assistant Attorney General, Washington, D.C. - Special Assistant
- 1967-1968, Governor's Select Committee on Civil Disorder, New Jersey - Executive Director

After his departure from the Ford Foundation, Mr. Jaffe served as Visiting Fellow, Institute of Judicial Administration of New York City.

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Scope and Contents

The National Affairs/Government and Law Office Files of Sanford M. Jaffe consist of chronological files, correspondence, inter-office memoranda and minutes. They document the activities of Mr. Jaffe between 1970 and 1981 in his position as Program Officer and Program Officer in Charge.

The Office Files demonstrate two key interests of Mr. Jaffe: development of the fields of public interest law and conflict resolution.

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Arrangement

The National Affairs/Government and Law Office Files of Sanford M. Jaffe are divided into two series:

I. Select Correspondence

II. Chronological Files

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Administrative Information

Publication Statement

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Conditions Governing Access

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

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

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

- Ford Foundation

Physical Characteristics and Technical Requirements

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

Select Correspondence

Arrangement

Series I, Select Correspondence, is arranged by subject. The subjects are in chronological order from the date of the initial document. Within each folder the documents are in reverse chronological order.

Scope and Contents

Series I, Select Correspondence, contains .25 linear feet of correspondence, memoranda and minutes of the Public Interest Law Advisory Committee (PILAC). This series documents PILAC activities (1970-77) both in recommending action on grant proposals and in developing a theoretical framework for "public interest" law and practice (see also log file L71-328). This series also documents some of Mr. Jaffe's work in the area of conflict resolution. Series I includes memoranda and correspondence on the establishment of the National Institute for Dispute Resolution (see also grant file PA 83-205), the Gay Head [MA] Taxpayers Association Wampanoag Tribal Council dispute and Jaffe's incoming correspondence on his New Approaches to Conflict Resolution: A Ford Foundation Report (1978).

Title/Description	Instances	
Public Interest Law Advisory Committee Correspondence, 1970 - 1977	box 1	folder 1-8
Public Interest Law Advisory Committee Minutes, 1971 - 1977	box 1	folder 9
Conflict Resolution, Paper-Comments, 1977 - 1978	box 1	folder 10
Gay Head (MA) Taxpayers Association-Mampanoag Tribal Council Dispute, 1977	box 1	folder 11
National Institute for Dispute Resolution, 1980 - 1981	box 1	folder 12

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Chronological Files

Arrangement

Series II, Chronological Files, are in reverse chronological order. Within each folder the documents are also in reverse chronological order.

Scope and Contents

Series II, Chronological Files, consists of one linear foot of Mr. Jaffe's outgoing correspondence and memoranda including routine transmittal notes to colleagues, reminders to grantees of their annual narrative and financial reports, and acknowledgements of invitations to annual meetings and conferences. In addition to the administrative matters, this series documents Mr. Jaffe's work in developing the field of public interest law. Letters to PILAC members and to Joel Handler, Burton Weisbrod and Mauro Cappelletti are note worthy in this respect.

The chronological files include correspondence to: Public Interest Law Advisory Committee (PILAC) members Whitney North Seymour, Sr., Bernard G. Segal, Orison S. Marden, and William T. Gossett, to individuals at the Center for Law in Public Interest, the American Arbitration Association, the Native Americans Rights Fund, Vera Institute of Justice, the American Civil Liberties Union Foundation, the Citizens Communication Center, the Natural Resources Defense Council, Center for Law and Social Policy, the Environmental Defense Fund and the Education Law Center, and to colleagues at the Ford Foundation.

Title/Description	Instances	
Chronological Files, 1978 October	box 2	folder 13
Chronological Files, 1976 December - October	box 2	folder 14
Chronological Files, 1976 September - July	box 2	folder 15
Chronological Files, 1976 June - April	box 2	folder 16
Chronological Files, 1976 March - January	box 2	folder 17
Chronological Files, 1975 December - October	box 2	folder 18
Chronological Files, 1975 September - July	box 2	folder 19
Chronological Files, 1975 June - April	box 2	folder 20
Chronological Files, 1975 March - January	box 2	folder 21
Chronological Files, 1974 December - October	box 2	folder 22
Chronological Files, 1974 September - July	box 2	folder 23
Chronological Files, 1974 June - May	box 2	folder 24
Chronological Files, 1974 April - March	box 2	folder 25
Chronological Files, 1974 February - January	box 2	folder 26
Chronological Files, 1973 December - October	box 2	folder 27
Chronological Files, 1973 September - August	box 3	folder 28
Chronological Files, 1973 July - June	box 3	folder 29
Chronological Files, 1973 May - April	box 3	folder 30
Chronological Files, 1973 March - January		

	box 3	folder 31
Chronological Files, 1972 December - November	box 3	folder 32
Chronological Files, 1972 October - September	box 3	folder 33
Chronological Files, 1972 August - July	box 3	folder 34
Chronological Files, 1972 June - May	box 3	folder 35
Chronological Files, 1972 April - March	box 3	folder 36
Chronological Files, 1972 February - January	box 3	folder 37
Chronological Files, 1971 December	box 3	folder 38
Chronological Files, 1971 November	box 3	folder 39
Chronological Files, 1971 October	box 3	folder 40
Chronological Files, 1971 September	box 3	folder 41
Chronological Files, 1971 August	box 3	folder 42
Chronological Files, 1971 July	box 3	folder 43
Chronological Files, 1971 June	box 3	folder 44
Chronological Files, 1971 May	box 3	folder 45
Chronological Files, 1971 April	box 3	folder 46
Chronological Files, 1971 March	box 3	folder 47
Chronological Files, 1971 February	box 3	folder 48
Chronological Files, 1971 January	box 3	folder 49
Chronological Files, 1970 February	box 3	folder 50

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