Ford Foundation records, Executive Officer Subject Files, Verne S. Atwater

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Summary Information

Repository:	Rockefeller Archive Center
Creator - aut:	Atwater, Verne S.
Title:	Ford Foundation records, Executive Officer Subject Files, Verne S. Atwater
ID:	FA1351
Date [inclusive]:	1964-1969
Physical Description:	7.7 Cubic Feet 18 boxes - 17 letter document containers and 1 half-letter document container
Language of the Material:	English
Language of the Material:	Materials are in 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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Biographical / Historical

Dr. Verne S. Atwater joined the Ford Foundation as the first director of administration in 1956, and held several positions in his 12 years with the Foundation. In 1962, he became the representative for Argentina and Chile in Buenos Aires and then was promoted to director of the Latin America and Caribbean program. He was elected vice president in 1966, and he held administrative responsibility for the construction of the Ford Foundation's new headquarters building. When the building was completed in 1968, Atwater returned to his career in education and finance. He is a co-author of the book A Memoir of The Ford Foundation: The Early Years, 1936-1938.

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Scope and Contents

The collection contains correspondence, reports, financial statements, and meeting minutes related to the Ford Foundation's administrative activities, organizational structure, and new building project. The collection also houses reports and correspondence related to the Satellite Project, a Ford Foundation initiative to build a satellite to broadcast educational television programs.

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Arrangement

The collection is arranged into two series: 1. Subject Files, 1964-1969; 2. Information Systems Technical Documents, 1965-1968

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Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue
Sleepy Hollow 10591
archive@rockarch.org
URL: http://www.rockarch.org

Immediate Source of Acquisition

Transferred from the Ford Foundation in 2017 and ingested by RAC as Accession 2017:076.

Conditions Governing Access

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

Processing Information

Processed by Katie Martin, January 2018

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Related Materials

Related Materials

[A memoir of] the Ford Foundation : the early years 1936-1968, an insider view of the impact of wealth and good intentions

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Controlled Access Headings

- Ford Foundation
- Public television
- Ford Foundation Administration
- Information systems

Collection Inventory

Subject Files, 1964-1969

Arrangement

Arranged alphabetically

Title/Description	Instances	
Administration - Papers by Verne S. Atwater, 1965-1968	box 1	folder 1-3
Administrative Staff Meetings, 1964-1968	box 1	folder 4
Appropriations & Foundation Administered Project (FAP) Statement, 1967 October-1968 April	box 1	folder 5
Atwater Papers, 1964-1965	box 1	folder 6

Booz, Allen & Hamilton Report, 1964	box 1	folder 7

Scope and Contents

Survey of Administrative Organization, The Ford Foundation

Budget - Administrative Expense 1968, 1965-1968	box 2	folder 8
Budget - Logistical Support - 1965, 1964-1965	box 2	folder 9
Budget - Logistical Support - 1966, 1964-1966	box 2	folder 10
Budget - Logistical Support - 1967, 1965-1967	box 2	folder 11
Budget - Logistical Support - FY '68, 1967-1968	box 2	folder 12-13
Planning Budget 1969, 1968-1969	box 3	folder 14
McGeorge Bundy, 1964-1968	box 3	folder 15

Scope and Contents

Memos, meeting minutes, and correspondence

Center for Community Health and Social Services, 1967	box 3	folder 16
Citizen and Southern National Bank, 1967-1968	box 3	folder 17
Office of Comptroller, 1965-1968	box 3	folder 18
Comptroller's Department, 1964-1967	box 3	folder 19
Conference on the Public Service, 1966	box 3	folder 20
Council on Foundations, 1967	box 3	folder 21
Delegation of Authority, 1964-1968	box 4	folder 22-25

Scope and Contents

Regulations, Instructions, etc.

Division of Education and Research, 1966-1968	box 4	folder 26
Endowment Committee, 1964-1967	box 4	folder 27-28
Expense Reports - Fiscal 1966, 1965-1966	box 4	folder 29
Expense Reports - Fiscal 1967, 1966-1967	box 5	folder 30
Expense Reports - Fiscal 1968, 1967-1968	box 5	folder 31
Financial Statements, 1964-1967	box 5	folder 32
Grant Payment Procedures, 1967-1968	box 5	folder 33
Grants - General, 1965-1966	box 5	folder 34-35

Scope and Contents

Primarily memos and grant budget information

Grants - Quarterly Payment, 1966	box 5	folder 36
Grants - Related to International Activities Analysis - FY '64, FY '65, FY '66 to December, 1964-1966	box 6	folder 37-38
Greater New York Fund, 1967	box 6	folder 39
Greater New York Fund, 1968	box 6	folder 40
Information Resources, 1968	box 6	folder 41

Scope and Contents

Includes memos and correspondence regarding records management procedures in the new building, mail services, and library resources

Insurance Plans, 1965-1966	box 6	folder 42
Institute of International Education, 1965-1967	box 6	folder 43
International Division, 1967-1968	box 7	folder 44-45
Klein and Saks, 1965-1967	box 7	folder 46
Latin America Program, 1966	box 7	folder 47
Latin America - Fiscal 1967, 1966-1967	box 7	folder 48
Logistics, 1968	box 7	folder 49

Scope and Contents

Primarily documents related to Report on Trip to Asia and the Near East in 1968

Middle East Crisis, 1967	box 8	folder 50
Miscellaneous, 1966	box 8	folder 51-52

Scope and Contents

Memos, correspondence, and reports

Miscellaneous - Fiscal 1967, 1967	box 8	folder 53-54
Miscellaneous, 1968	box 8	folder 55-56
Miscellaneous - Verne Atwater, 1965-1967	box 9	folder 57-58
Personnel Study Committee, 1966-1967	box 9	folder 59-60
Personnel Policies - Brief Summary, 1966	box 9	folder 61
Population, 1965-1967	box 9	folder 62

Ford Foundation Presidential Fellows, 1967 April 6

	box 9	folder 63
Presidential Fellows, 1967	box 9	folder 64
Presidential Task Force on Career Advancement, 1966-1967	box 10	folder 65-67
Interagency Training Programs, 1966-1967	box 10	folder 68
Plan for the Federal Executive Institute, 1966 November	box 10	folder 69
Program Specifications - Central Region Training Center, Detroit, Michigan, 1965 June	box 10	folder 70
Recent Writings on Federal Agency-University Relationships in Mid-career Educational Programs: a Compilation and Commentary, 1966 September	box 10	folder 71

Scope and Contents

Prepared by Ward Stewart, Director of Field Services, Bureau of Higher Education, Office of Education for the Presidential Task Force on Career Advancement (Project C: Federal Agency-University Relationships)

Program Planning Budgets, 1965-1968	box 11	folder 72-74

Scope and Contents

Folder 74 contains drafts, extra copies, papers that have been revised, work sheets

Programming Planning Budgets, 1968	box 11	folder 75

Scope and Contents

Program Budget Requests for Fiscal Year 1968 - International Division, Division of National Affairs, Humanities and the Arts Division

Public Broadcasting Laboratories, 1967	box 11	folder 76
Reorganization, 1966	box 11	folder 77
Retirement, 1966	box 12	folder 78
Salary and Benefits Policies - Dec. '65 Revised Drafts and Memo, 1965-1966	box 12	folder 79
Salary and Benefits Policies - 1/14/66 Report - Booz, Allen, and Hamilton, 1965-1966	box 12	folder 80
Salary and Benefits Policies - Letter to Overseas Staff, 1966 February 25	box 12	folder 81
Salary and Benefits Policies - Letter to US Staff, 1966 January 27	box 12	folder 82
Secretaries' Meetings, 1966-1967	box 12	folder 83
Educational Television Grant Data Sorted Alphabetically by Grantee, Numerically by Program Action Number, 1967 April	box 12	folder 84

Office of the Secretary, 1967-1968	box 12	folder 85
Speech Material, 1965-1968	box 12	folder 86-87
	box 13	folder 88-89
Staff Development, 1966 August 5	box 13	folder 90

Scope and Contents

Paper for McGeorge Bundy

Staff Titles, 1966 December	box 13	folder 91
Stony Brook - Land Acquisition, 1965-1967	box 13	folder 92

Scope and Contents

Discussion papers, certificate of incorporation, meeting
minutes, bylaws

Stony Brook - Original Proposal, undated	box 13	folder 93
Television - Correspondence, 1966-1968	box 13	folder 94
Television - Hughes Aircraft Report, 1966 November 7	box 13	folder 95

Scope and Contents

Broadcasters nonprofit satellite system study

Television - IBM Report, 1966 November 29	box 13	folder 96

Scope and Contents

Electromagnetic Interference study of the BNS system

Television - Philco Report, 1966	box 14	folder 97

Scope and Contents

Organization and operation of a national non-commercial
television satellite system

Television - Reports, 1967-1968	box 14	folder 98

Scope and Contents

Communications and policy research, communication law
and policy, Electronic Communications

Television - Submissions, incl. distributions and reactions, 1966	box 14	folder 99
Television - VSA Papers, 1966-1968	box 14	folder 100

Scope and Contents

Satellite system papers

Television - Loose Cross Reference Sheets, 1966	box 14	folder 101
The Ford Foundation Training Associate Program - A Discussion Paper, 1965 October	box 14	folder 102
Travel and Study Award - Administrative Procedures, 1967-1968	box 14	folder 103
Treasurer, 1965-1967	box 14	folder 104

Scope and Contents

Memos

Information Systems Technical Documents, 1965-1968

Scope and Contents

Includes Technical Memoranda (TM), Technical Notes (TN), and Limited Notes (LN)

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Index of Communication - TM-278/000/ --- 1-0 to 1-5, 1967-1968	box 15	folder 107
Activity Report - TM-278/100/3-20, 1968 January 29-February 9	box 15	folder 108
Activity Report - TM-278/100/3-19, 1968 January 16-26	box 15	folder 109
Activity Report - TM-278/100/3-18, 1968 January 2-12	box 15	folder 110
Activity Report - TM-278/100/3-17, 1967 December 18-29	box 15	folder 111
Activity Report - TM-278/100/3-16, 1967 December 4-15	box 15	folder 112
Activity Report - TM-278/100/3-15, 1967 November 11-December 1	box 15	folder 113
Activity Report - TM-278/100/3-14, 1967 October 30-November 17	box 15	folder 114
Activity Report - TM-278/100/3-13, 1967 October 9-27	box 15	folder 115
Activity Report - TM-278/100/3-12, 1967 September 25-October 6	box 15	folder 116
Activity Report - TM-278/100/3-11, 1967 September 11-22	box 15	folder 117
Activity Report - TM-278/100/3-10, 1967 August 28-September 8	box 15	folder 118
Activity Report - TM-278/100/3-9, 1967 August 14-25	box 15	folder 119

Activity Report - TM-278/100/3-8, 1967 July 31-August 11	box 15	folder 120
Activity Report - TM-278/100/3-7, 1967 July 17-28	box 15	folder 121
Activity Report - TM-278/100/3-6, 1967 July 3-14	box 15	folder 122
Activity Report - TM-278/100/3-5, 1967 June 19-30	box 15	folder 123
Activity Report - TM-278/100/3-4, 1967 June 5-16	box 15	folder 124
Activity Report - TM-278/100/3-3, 1967 May 22-June 2	box 15	folder 125
Activity Report - TM-278/100/3-2 and TM-278/100/3-1, 1967 May 24	box 15	folder 126
Education Schedule and Course Description - TM-278/100/4-0, 1967 November 30	box 15	folder 127
Plan for Project Information System - TM-278/100/3-0, 1967 October 23	box 15	folder 128
Project Execution Plan - TM-278/100/2-0, 1967 May 24	box 16	folder 129
Project Milestones, 1967 May 12	box 16	folder 130
Securities Transactions (Fixed Income Portfolio) TM-278/200/8-0, 1968 January 8	box 16	folder 131
Equities Portfolio (Transaction Reference) "200" TM-278/200/7-0, 1967 December 20	box 16	folder 132
Securities Transactions, Purchase and Sale - TM-278/200/6-0, 1967 November 13	box 16	folder 133
Payables (Grants, Securities, Commitments) - TM-278/200/5-0, 1967 November 13	box 16	folder 134
Data Base Description - Financial Management System - TM-278-200/4-0, 1967 September 29	box 16	folder 135
Chart of Accounts - Financial Management System Chart of Accounts, Documentation Incorporated - TM-278/200/3-0, 1967 September 29	box 16	folder 136
Chart of Accounts (Background) - TM-278/200/2-0, 1967 September 29	box 16	folder 137
Financial Management System Description - TM-278/200/1-0, 1967 June 12	box 16	folder 138
Grants Administration System - TM-278/300/8-0 - Control Form Preparation, 1968 January 31	box 16	folder 139
Grants Administration System Control Forms and Functions - TM-278/300/7-0, 1967 December 18	box 16	folder 140
Grants Administration System - Conversion System - TM-278/300/6-0, 1967 December 20	box 16	folder 141
Grants Administration System - Postings - TM-278/300/5-0, 1967 December 22	box 16	folder 142

Grants Administration System - Control Forms - TM-278/300/4-0, 1967 December 13	box 16	folder 143
Grants Administration System - Correspondence Control - TM-278/300/3-0, 1967 November 25	box 16	folder 144
Grants Administration System - Data Base Description - TM-278/300/2-0, 1967 November 25	box 16	folder 145
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Human Resources Data Base Description - TM-278/400/2-0, 1967 September 29	box 16	folder 147
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Optical Scan Read - Program Specifications - TM-278/700/6-0, 1967 December 13	box 16	folder 149
Current-Files Conversion Program - TM-278/700/5-0, 1967 December 12	box 16	folder 150
Opscan Directory Maintenance - TM-278/700/4-0, 1967 November 29	box 16	folder 151
Basic Input Translator (FRDNAS) - Program Specification - TM-278/700/3-0, 1967 November 29	box 16	folder 152
Thesaurus Term Review - TM-278/700/2-0, 1967 May 15	box 16	folder 153
Program Specification - Opscan Translator - TM-278/700/2-0, 1967 November 27	box 16	folder 154
Data Element Identification - TM-278/700/1-0, 1967 May 12	box 16	folder 155
Data Element Identification (Addendum) - TM-278/700/1-0A, 1967 May 26	box 16	folder 156
Hardware and Configuration Concepts - TM-278/900/2-0, 1967 August 11	box 16	folder 157
Task Assignment and Reporting Procedures - TM-5200/3-0, 1967 May 11	box 16	folder 158
Software Requirements - TN 278/900/1-0, 1967 September 8	box 16	folder 159

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Technical Notes (TN)

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Grant Data Base - Record Structures and Elements - TN-278/300/2-0, 1968 February 5	box 16	folder 161
Current System Computer Usage - TN-278/300/1-0, 1967 November 3	box 16	folder 162

Input Forms - TN-278/200/6-0 ("200" Financial), 1967 December 15	box 16	folder 163
Data Base Description - Subsidiary Ledgers - TN-278/200/4-0, 1967 December 13	box 16	folder 164
Cash Receipts - Dividend Income - TN-278/200/3-0, 1967 November 13	box 16	folder 165
Cash Receipts - Collections for Interest - TN-278/200/2-0, 1967 November 13	box 16	folder 166
Data Base Description - Ledger - Summary - TN-278/200/1-0, 1967 November 17	box 16	folder 167
Training - TN-278/100/1-0, 1967 July 27	box 17	folder 168
Current Systems Documentation - TN-5200/277/100/1-0, 1967 August 3	box 17	folder 169
Securities Analysis and the Computer - LN-5200/11-0, 1967 October 2	box 17	folder 170
Financial Policy Simulation - LN-5200/10-0, 1967 September 29	box 17	folder 171
Trip Report on Standard and Poor's Corporation and White, Weld and Company - LN-5200/9-0, 1967 August 4	box 17	folder 172
A Survey of Present Information Flow, Documentation Incorporated, 1967 March	box 17	folder 173
Ford Foundation Management - Information System Design Report, Documentation Incorporated, 1967 April 3	box 17	folder 174
How the Computer Gets the Answer - Life Educational Reprint 33, 1967	box 17	folder 175
Ford Foundation Systems Study, Documentation Incorporated, 1966 August 19	box 17	folder 176
Ford Foundation Information System - Report Request Procedures Users Guide, 1967 September 30	box 17	folder 177
Ford Foundation Systems Study - Findings and Recommendations, 1966 August 18	box 17	folder 178
Ford Foundation Library Study - Findings and Recommendations, 1966 November 1	box 18	folder 179
Ford Foundation Information System - Cash Forecast Report - Statement of Grants - User's Guide, 1967 September 30	box 18	folder 180
Ford Foundation Information System - Comptroller's Report - Statement of Grants - User's Guide, 1967 September 30	box 18	folder 181
Ford Foundation Information System - Manual Control Procedures - Comptroller's Report, Statement of Grants - User's Guide, 1967 November 30	box 18	folder 182