



# **Ford Foundation records, Urban Poverty Program, Deputy Director, Office Files of Gordon L. Berlin**

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Sleepy Hollow 10591

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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, Urban Poverty Program, Deputy Director, Office Files of Gordon L. Berlin
<b>ID:</b>	FA605
<b>Date [inclusive]:</b>	1979-1988
<b>Physical Description:</b>	2.8 Cubic Feet
<b>Physical Description:</b>	(8 Hollinger document boxes)
<b>Language of the Material:</b>	English
<b>Abstract:</b>	<p>The Urban Poverty (UP) Program was established as a subdivision of the United States and International Affairs Program (USIAP) in October 1981, taking over programs formerly administered by the divisions of National Affairs and Education and Public Policy. It administered programs benefiting the poor and inner-city residents in areas that included community development, employment and training, welfare, teen pregnancy, poverty, crime, and precollege education. In 1988, UP became a separate division, and in 1996, was merged into the Asset Building and Community Development Program (ASSETS). Gordon L. Berlin served as a Program Officer in the Urban Poverty Program from 1982 to 1987 and as its Deputy Director from 1987 until he left the Foundation in June 1988. He oversaw programs in employment, training, labor supply, welfare, and related educational issues. He also served on task forces, such as the Foundation's Task Force on Growth, Development and Employment (1984-1987) and the National Service Task Force (1984-1986). The Office Files of Gordon L. Berlin primarily consists of Program Files containing reports, data, research, notes, memoranda, and correspondence relating to such issues as national service, summer youth employment, workfare/welfare reform, remedial education and workplace literacy, preschool education and daycare, and school drop-out rates of at-risk youth. There are also some conference materials, subject and correspondence files, and a few speeches and writings relating to these and similar issues.</p>

## Preferred Citation note

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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## Organizational History

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The work of what became the Urban Poverty Program began when the Public Affairs Program was formally established in 1952. One of the goals of the new program was to work toward greater equality of opportunity for minority groups. In 1965, Public Affairs was succeeded by the National Affairs Division, created to focus on deep-rooted problems facing American society. Program areas under the National Affairs Division included Social Development and Urban and Metropolitan Development. In 1981, a reorganization of the Foundation replaced National Affairs with the United States and International Affairs Program (USIAP).

The Urban Poverty Program was established in October 1981 as a subdivision of USIAP, taking over programs formerly administered by the divisions of National Affairs and Education and Public Policy. It administered programs benefiting the poor and inner-city residents in areas that included community development, employment and training, welfare, teen pregnancy, poverty, crime, and precollege education. It also assumed oversight of the programs in Population and of new programs to combat infant and child mortality. The Urban Poverty Program became a program area within a newly organized Program Division in 1988 and was merged into the Asset Building and Community Development Program (ASSETS) in 1996.

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## Biographical Note

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Gordon L. Berlin received a B.A. from University of Charleston (1974) and an M.A. from George Washington University in Science, Technology and Public Policy (1976). Prior to joining the Ford Foundation in 1982, he worked for the Office of Research and Development in the U.S. Department of Labor. Mr. Berlin served as a program officer in the Urban Poverty Program from 1982 to 1987 and as its Deputy Director until June 1988 when he left the Foundation. He oversaw programs in employment, training, labor supply, welfare, and related educational issues.

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## Scope and Content Note

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The Office Files of Gordon L. Berlin document his work as a Program Officer (1982-1987) and as Deputy Director of the Urban Poverty Program (1987-1988). Throughout his time with the Foundation, his work focused on labor and unemployment issues. In addition, Mr. Berlin served on task forces, such as the Foundation's Task Force on Growth, Development and Employment (1984-1987) and the National Service Task Force (1984-1986). He also continued to research and write about the difficulties of the school-to-work transition for economically and educationally disadvantaged young adults (1985).

### **Series I. Conferences, 1982-1987**

This small series consists of four Conference files. They hold information retained by Mr. Berlin about conferences he organized or attended, including reports on events, agenda, lists of participants, and related correspondence. The conferences include the Aspen Institute and Public Agenda Foundation conference at the Wye Plantation, MD (1982), the Computer Education Conference in Bangor, MA (1983), the National Service Meeting in New York, NY (1983), and the Russell Sage Foundation Poverty Meeting in New York, NY (1987).

### **Series II. Program Files, 1979-1988**

The largest series in the collection, the Program Files consist of reports, data, research, notes, memoranda, and correspondence on a variety of subjects related to Foundation program activity. Arranged alphabetically by subject, the files document Mr. Berlin's work relating to labor, welfare, and education. Multiple files on the same subject have been arranged chronologically.

Several files pertain to Mr. Berlin's previous interest in welfare reform, the retraining of industrial workers for employment in other fields, and preparing impoverished youth for employment (e.g., see folders titled "Basic Skills, Education and Employment," 1979-1985.) There are also files documenting his long working relationship with economist Robert Taggart that include information about efforts made by Mr. Berlin and the Foundation to support the awarding of a MacArthur Fellowship award to Dr. Taggart (1982-1987).

### **Series III. Speeches and Writing, 1983-1985**

This series of three files contains Mr. Berlin's statement to a joint Congressional and Senate Field Hearing on the subject of youth employment (1983), a draft article titled "Employment and Income Generation, Plant Closings and Worker Ownership" with editorial comments by Susan Berresford (1984), and a speech titled "The Foundation's Youth Work, Service and Learning Strategy: A Site Visit Overview" given to the Trustees before a tour of three youth programs (1985).

### **Series IV. Subject and Correspondence Files, 1982-1987**

This series contains chronologically arranged correspondence files and alphabetically arranged subject files. Topics of subject files include the appointment of consultants (1982) and affirmative action (1985).

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## Arrangement

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The collection is arranged into 4 series.

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## Administrative Information

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### Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

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

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

### Immediate Source of Acquisition note

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.

### Processing Information Note

The original volume of 6 cubic feet accessioned by the Ford Foundation Archives in 2011 has been reduced during processing to 2.8 cubic feet.

Mr. Berlin grouped multiple folders relating to a specific subject together under overarching subject headings such as Basic Skills, Education & Employment and Job Training. This filing system was maintained and related folders were kept together under Mr. Berlin's original subject headings.

Duplicates, reference files, form rejection letters for unsolicited grant requests, and documents focused on purely financial matters were not retained.

## Conditions Governing Use note

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.

## 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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## Related Materials

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### Separated Materials

Appendix A: Reports – Unpublished reports written by Ford Foundation staff and consultants were removed from their original folders, scanned and transferred to the Archives' collection of staff and consultant reports. See Appendix A for a list of these reports and their specific assigned number. The reports are listed in alphabetical order by author. The assigned number may be used to access reports in the online catalog.

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## Collection Inventory

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### Conferences, 1982-1987

#### Scope and Contents

This small series consists of four Conference files. They hold information retained by Mr. Berlin about conferences he organized or attended, including reports on events, agenda, lists of participants, and related correspondence. The conferences include the Aspen Institute and Public Agenda Foundation conference at the Wye Plantation, MD

(1982), the Computer Education Conference in Bangor, MA (1983), the National Service Meeting in New York, NY (1983), and the Russell Sage Foundation Poverty Meeting in New York, NY (1987).

Title/Description	Instances	
Aspen Institute and The Public Agenda Foundation -- Conference on Jobs in the 1980s and 1990s, Wye Plantation, MD, May 1982	box 1	folder 1
Computer Education Conference, Bangor, MA: Agenda, Correspondence, Participant List, Sep 1, 1982-Mar 7, 1983	box 1	folder 2
National Service Meeting, Ford Foundation, New York, NY -- Memoranda, Invitations, Agenda, Participant Lists, Background, Nov 18-23, 1983	box 1	folder 3
Russell Sage Foundation Poverty Meeting, New York, NY -- Memoranda, Background, Oct 2, 1987	box 1	folder 4

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## Program Files, 1979-1988

### Scope and Contents

The largest series in the collection, the Program Files consist of reports, data, research, notes, memoranda, and correspondence on a variety of subjects related to Foundation program activity. The files document Mr. Berlin's work relating to labor, welfare, and education.

Several files pertain to Mr. Berlin's previous interest in welfare reform, the retraining of industrial workers for employment in other fields, and preparing impoverished youth for employment (e.g., see folders titled "Basic Skills, Education and Employment," 1979-1985.) There are also files documenting his long working relationship with economist Robert Taggart that include information about efforts made by Mr. Berlin and the Foundation to support the awarding of a MacArthur Fellowship award to Dr. Taggart (1982-1987).

### Arrangement

Arranged alphabetically by subject. Multiple files on the same subject have been arranged chronologically.

Title/Description	Instances	
Basic Skills, Education & Employment -- Memoranda, Data and Analysis from NLS Findings (1 of 3), 1979-1981	box 1	folder 5
Basic Skills, Education & Employment -- Memoranda, Data and Analysis from NLS Findings (2 of 3), 1979-1981	box 1	folder 6
Basic Skills, Education & Employment -- Memoranda, Data and Analysis from NLS Findings (3 of 3), 1979-1981	box 1	folder 7
Basic Skills, Education & Employment -- Memoranda and Analyses Re: 1979 NLS Findings (1 of 3), 1979-1985	box 1	folder 8
Basic Skills, Education & Employment -- Memoranda and Analyses Re: 1979 NLS Findings (2 of 3), 1979-1985	box 1	folder 9
Basic Skills, Education & Employment -- Memoranda and Analyses Re: 1979 NLS Findings (3 of 3), 1979-1985	box 1	folder 10



Basic Skills, Education & Employment -- Data, Memoranda, Notes, Papers on Youth Education and Employment, Mar 24, 1982-Nov 13, 1985	box 1	folder 11
Basic Skills, Education & Employment -- "Education Attainment, Academic Ability, and the Employability and Earnings of Young Persons" (report Re: JTPA Youth Programs), 1983	box 1	folder 12
Basic Skills, Education & Employment -- "Youth Employment Problems, Causes, and Cures" (report), 1983	box 2	folder 1
Basic Skills, Education & Employment -- "Educational Attainment, Academic Ability, and the Employment and Earnings of Young Persons" (report), 1983-1985	box 2	folder 2
Basic Skills, Education & Employment -- AFQT (Armed Forces Qualification Test) -- Memoranda and Data (1 of 2), 1984-1986	box 2	folder 3
Basic Skills, Education & Employment -- AFTQ (Armed Forces Qualification Test) -- Data, Analysis, Notes (2 of 2), Feb 19, 1986	box 2	folder 4
Basic Skills, Education & Employment -- Correspondence Re: Feedback for "Education, Equity and Economic Excellence" (report by Gordon Berlin and Joanne Duhl), Feb 1, 1984-Mar 5, 1985	box 2	folder 5
Basic Skills, Education & Employment -- Correspondence, Memoranda, Interview, Notes Re: Youth Unemployment and Illiteracy, Jun 29, 1984-Oct 27, 1987	box 2	folder 6
Budget for Youth Employment -- Memoranda, 1983	box 2	folder 7
Business Development -- Memoranda, Article, Sep 11, 1986-Jan 28, 1987	box 2	folder 8
Displaced Workers and Industrial Policy -- Correspondence, Report (separated), 1983-1985	box 2	folder 9
Education -- Math Program -- Correspondence, Papers, Discussion Participants List, Aug 1986	box 2	folder 10
Education -- Rural Education Task Force Memoranda Re: Meeting, Oct 23, 1986	box 2	folder 11
Ford Foundation Project on Social Welfare Policy -- Memoranda, Proposals, Speeches, Notes, Reports (separated), 1984-1986	box 2	folder 12
Grameen Bank Employment and Income Generation Task Force -- Memoranda, Discussion Papers, Background, 1984-1985	box 2	folder 13
Job Training -- Role of Community-Based Organizations in Youth Job Training -- Memoranda, Symposium Summary, Notes, 1982-1984	box 2	folder 14
Job Training -- Status Report on Youth/Private Sector Initiatives, May 28, 1982	box 2	folder 15
Job Training -- "Training, Learning, and Computers" (report by Gordon Berlin), Aug 8, 1982	box 2	folder 16

Job Training -- Youth Employment Working Group Meetings -- Agenda, Reports, 1984-1986	box 2	folder 17
Job Training -- Public/Private Ventures -- School/Business Collaborations Interim Report, 1985-1986	box 2	folder 18
Literacy, Remedial Education & Employment/Workplace Literacy -- Status Report on Program Explorations Related to Literacy Problems, Memoranda, Mar 1983	box 2	folder 19
Literacy, Remedial Education & Employment/Workplace Literacy -- Memorandum Evaluating "The Role of Remedial Education in Improving School Achievement" (report), Oct 26, 1983	box 2	folder 20
Literacy, Remedial Education & Employment/Workplace Literacy -- Andrew Sum Analysis of NAEP Literacy Assessment Findings, Oct 1986	box 3	folder 1
Literacy, Remedial Education & Employment/Workplace Literacy -- Growth, Development and Employment (GDE) Task Force Meeting, Salzburg Seminar, Dec 1986-Apr 1987	box 3	folder 2
Literacy, Remedial Education & Employment/Workplace Literacy -- Karl Haigler Correspondence Re: Job Skills Education Program (JSEP) and <u>Cast-Off Youth</u> , Jan 22-Feb 5, 1988	box 3	folder 3
National Service -- Papers and Speech Re: Youth Employment and Service Programs, 1984-1985	box 3	folder 4
National Service -- "Towards a System of Youth Development" (testimony before U.S. Congress Hearing on Youth Employment by Gordon Berlin), Mar 26, 1984	box 3	folder 5
National Service -- Correspondence Re: Feedback for National Service Study Plan by Richard Danzig and Peter Szanton, Summary of Plan, 1985-1987	box 3	folder 6
National Service -- National Service Task Force -- Memoranda, Grant Recommendations, Reports, Background, 1984-1986	box 3	folder 7
National Service -- National Service Task Force -- Memoranda, May 27, 1985-Feb 24, 1986	box 3	folder 8
National Service -- Memoranda Re: Notes and Materials for College Presidents' Meeting, Jan 7, 1986	box 3	folder 9
National Service -- Correspondence Re: City Volunteer Corps and Vista, Aug 11, 1986-Apr 8, 1987	box 3	folder 10
National Service -- Workshop on School-Sanctioned Community Service -- Memoranda, Agenda, Oct 10, 1986-Mar 18, 1987	box 3	folder 11
National Service -- Correspondence and Statements Supporting National Service Legislation, Nov 6, 1986-Jun 18, 1987	box 3	folder 12
National Service -- Gordon Berlin Notes on National Service, May 18, 1987	box 3	folder 13

New York City Welfare Policy and HRA Task Force -- HRA Employment Issues Meeting -- Agenda, Participants List, Notes, Background, 1987	box 3	folder 14
New York City Welfare Policy and HRA Task Force -- New York City Welfare Reform Study Group Meeting -- Correspondence, Draft Option Papers, Agenda, Notes, Feb-May 1987	box 3	folder 15
New York City Welfare Policy and HRA Task Force -- Correspondence Re: HRA Opportunities for Independence (OFI) Plan, Apr 1987-May 1988	box 4	folder 1
Preschool Education & Child Care -- Papers on Maternity Care and Early Childhood Education for At-Risk Youth, Oct 20-Dec 3, 1987	box 4	folder 2
Preschool Education & Daycare -- Memoranda, Meeting Summaries, Notes, 1984-1987	box 4	folder 3
Preschool Education & Daycare -- Early Childhood Care Staff Training -- Correspondence, Proposal, Notes, Oct 26, 1984-Mar 21, 1985	box 4	folder 4
Preschool Education & Daycare -- Papers, Articles, Conference Book, Dec 10, 1984-Sep 12, 1986	box 4	folder 5
Preschool Education & Daycare -- Center for Successful Child Development Renewal Proposal for FY 1987-1988, Notes, Jun 1-22, 1987	box 4	folder 6
Poverty & Welfare -- Work Incentive Program (WIN) -- Memoranda, Research Plan, Notes, 1979	box 4	folder 7
Poverty & Welfare -- Papers on Government Labor and Employment Policy, Apr 1983-Aug 1985	box 4	folder 8
Poverty & Welfare -- Draft Papers on Welfare Policy, 1987	box 4	folder 9
Poverty & Welfare -- Public Housing -- Correspondence, Proposal, Reports, 1987	box 4	folder 10
Poverty & Welfare -- Research on "Underclass", 1987	box 4	folder 11
Poverty Research -- Gordon Berlin Notes, [1980s]	box 4	folder 12
Poverty Research -- Transcripts of Executive Panel Session on Poverty (1 of 2), Sep 11-12, 1986	box 4	folder 13
Poverty Research -- Transcripts of Executive Panel Session on Poverty (2 of 2), Sep 11-12, 1986	box 4	folder 14
Poverty Research -- National Puerto Rican Coalition Meeting on Puerto Rican Poverty -- Correspondence, Background, 1987	box 4	folder 15
Project on Social Welfare Policy and the American Future, Feb 1, 1985-Dec 4, 1987	box 4	folder 16
School Drop-Out in At-Risk Youth -- Oregon Youth Coordinating Council Report to the Governor, 1986	box 5	folder 1
School Drop-Out in At-Risk Youth -- Memoranda, Notes, 1987		

	box 5	folder 2
School-to-Work Transition -- Gary Walker Correspondence Re: Youth Trainee Businesses, Feb 10, 1984	box 5	folder 3
School-to-Work Transition -- "From School to Work: Transition or Chasm?" (Gordon Berlin paper and notes), 1985	box 5	folder 4
Seedco - Memoranda, Notes, Background, 1986-1988	box 5	folder 5
Site Visits to Urban Poverty Programs for Youth Work, Service and Learning, Jan 30, 1986	box 5	folder 6
Summer Youth Employment Program -- Gordon Berlin Notes, [1980s]	box 5	folder 7
Summer Youth Employment Program -- Correspondence, Notes, Program Information, Jul 15, 1983-Apr 4, 1985	box 5	folder 8
Summer Youth Employment Program -- Budget Summary, Funding, Cost Reduction Plan, 1984-1987	box 5	folder 9
Summer Youth Employment Program -- Correspondence, Proposed Federal Employment Programs, Feb 5-May 30, 1986	box 5	folder 10
Robert A. Taggart Working File -- MacArthur Fellowship Support, Memoranda, Correspondence, Reports on the Remediation & Training Institute (1 of 2), 1982-1983	box 5	folder 11
Robert A. Taggart Working File (2 of 2), 1984-1987	box 5	folder 12
Task Force on Growth, Development & Employment -- Proposals, Reports, Memoranda, Agenda, Mar 30, 1984-Oct 23, 1987	box 5	folder 13
Teen Pregnancy -- Bibliography, Statistical Charts, Sep 1984-May 1985	box 5	folder 14
Urban Poverty Program Review, Sep 4, 1985-May 17, 1988	box 5	folder 15
Women's Self-Employment -- Memoranda, Background, 1986-1987	box 6	folder 1
Women & Poverty -- Memorandum and Report on Teenage Pregnancy and Reproductive Health, 1987	box 6	folder 2
Workfare/Welfare Reform -- "Work Requirement Programs in the 1980s: The Welfare Example" (report), Jun 1981	box 6	folder 3
Workfare/Welfare Reform -- Correspondence, Notes, 1982-1986	box 6	folder 4
Workfare/Welfare Reform -- Gordon Berlin Statement on Workfare Programs, Mar 26, 1982	box 6	folder 5
Workfare/Welfare Reform -- Summary of Legislation and Policy Issues, 1987	box 6	folder 6
Workfare/Welfare Reform -- Correspondence Re: Manpower Demonstration Research Corporation Meeting on Welfare Reform, Jun 23, 1987	box 6	folder 7

Work Force 2000 Meetings -- Agenda, Memoranda, Discussion and Background Papers, Clippings, Mar 28, 1986-Jan 20, 1988	box 6	folder 8
Youth Service Programs -- New York City Volunteer Corps -- Memoranda, Program Information, Statistical Summary, Jun 30, 1986-Jan 21, 1987	box 6	folder 9
Youth Unemployment -- Notes, 1983-1984	box 6	folder 10

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## Speeches and Writings, 1983-1985

### Scope and Contents

This series of three files contains Mr. Berlin's statement to a joint Congressional and Senate Field Hearing on the subject of youth employment (1983), a draft article titled "Employment and Income Generation, Plant Closings and Worker Ownership" with editorial comments by Susan Berresford (1984), and a speech titled "The Foundation's Youth Work, Service and Learning Strategy: A Site Visit Overview" given to the Trustees before a tour of three youth programs (1985).

Title/Description	Instances	
Gordon Berlin Statement before Northeast-Midwest Congressional and Senate Coalition's Field Hearing on Institutional Roles in Youth Employment, Jun 1983	box 6	folder 11
"Employment and Income Generation, Plant Closings and Worker Ownership: The Case for a Foundation" (draft article with comments by Susan Berresford), Aug 7, 1984	box 6	folder 12
"The Foundation's Youth Work, Service and Learning Strategy: A Site Visit Overview", speech given to the Board of Trustees, Jun 26, 1985, Jun 26-Jul 18, 1985	box 6	folder 13

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## Subject and Correspondence Files, 1982-1987

### Scope and Contents

This series contains correspondence files and subject files. Topics of subject files include the appointment of consultants (1982) and affirmative action (1985).

### Arrangement

The correspondence files are arranged chronologically. The subject files are arranged alphabetically.

Title/Description	Instances	
Appointment of Consultants Policy Memoranda, Feb 1, 1982	box 7	folder 1
Chron File -- Site Visit Reports, Policy-Relevant Correspondence and Memoranda, 1983	box 7	folder 2

Employee Ownership, Jun 15-Jul 17, 1984	box 7	folder 3
Chron File -- Business and Employment Memoranda, 1985	box 7	folder 4
Chron File -- Trustee Visit Memoranda, 1985	box 7	folder 5
Industrial Competitiveness, Jan 21, 1985-Nov 6, 1986	box 7	folder 6
Affirmative Action -- Ford Foundation Minority Pipeline Task Force, Jul 3, 1985	box 7	folder 7
Budget Memoranda, 1986-1988	box 7	folder 8
Chron File -- Urban Poverty Programs, 1986	box 7	folder 9
Correspondence Re: Feedback on Papers, 1986-1988	box 7	folder 10
Staff Interest in Outside Organizations, Permission to Serve on Urban Institute Advisory Panel, 1987	box 7	folder 11
Beethoven Project -- Evaluation of Project, Jun 24, 1987	box 7	folder 12
<u>Towards A More Perfect Union</u> -- Correspondence and Memoranda Re: Distribution of Book, Aug 4, 1987-Apr 21, 1988	box 7	folder 13
Community Development Credit Program -- Memoranda, Report, Nov 20, 1987	box 7	folder 14

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