



# **Ford Foundation records, Office of Management Services, Office Files of Steven Lawry**

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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:</b>	Ford Foundation
<b>Title:</b>	Ford Foundation records, Office of Management Services, Office Files of Steven Lawry
<b>ID:</b>	FA652
<b>Date [inclusive]:</b>	1994-2003
<b>Physical Description:</b>	0.88 Cubic Feet
<b>Language of the Material:</b>	English

### 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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## Administrative Information

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### Publication Statement

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

### Conditions Governing Access note

Material is open for scholarly research, with prior archival review.

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 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.

## **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**

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.

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## **Controlled Access Headings**

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- Ford Foundation

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## **Physical Characteristics and Technical Requirements note**

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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

### Program Assistants/Associates Program Files, 1994-2003

Title/Description	Instances
Program Assistants, 1994-1996 -- FAP, Expenses, 1994-1996	box 1
Program Assistants, 1994-1996 -- PA Background, Diversity Information, 1994	box 1
Program Assistants, 1994-1996 -- Orientation, 1994	box 1
Program Assistants, 1994-1996 -- PA Meetings, Workshops, Interviews, 1994-1996	box 1
Program Assistants, 1996-1998 -- FAP, Budget, Expenses, 1995-1996	box 1
Program Assistants, 1996-1998 -- Orientation, 1996	box 1
Program Assistants, 1996-1998 -- Recruitment, Application Forms, 1995-1998	box 1
Program Assistants -- Survey, Results, July 1996	box 1
Program Assistants -- Miscellaneous Files, 1994-1997	box 1
Program Assistants -- Retreat, 1997	box 2
Program Assistants -- FAPs, 1997-1998	box 2
Program Assistants, 1998-2000 -- Guidelines, 1997	box 2
Program Associates -- Interviews, Evaluations (folder 1), 2002	box 2
Program Associates -- Interviews, Evaluations (folder 2), 2002-2003	box 2
Program Associates Program Review -- Steering Committee Meeting, Apr 16, 2002	box 2
Program Associates, 1998-2001	box 2
Program Associates -- Program Review Summary and Recommendations, Orientation Notebook, Directory, 2000-2003	box 2

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