



# Ford Foundation records, Office of Communications, Office Files of Mary Loftus

---

This finding aid was produced using ArchivesSpace on September 12, 2020.  
Describing Archives: A Content Standard

Rockefeller Archive Center

15 Dayton Avenue  
Sleepy Hollow 10591

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

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

---

## Table of Contents

---

Summary Information .....	3
Biographical / Historical .....	3
Scope and Contents .....	4
Arrangement .....	4
Administrative Information .....	4
Controlled Access Headings .....	5
Collection Inventory .....	5

---

## Summary Information

---

<b>Repository:</b>	Rockefeller Archive Center
<b>Creator - aut:</b>	Loftus, Mary
<b>Creator:</b>	Ford Foundation
<b>Title:</b>	Ford Foundation records, Office of Communications, Office Files of Mary Loftus
<b>ID:</b>	FA1428
<b>Date [inclusive]:</b>	1975-2005
<b>Date [bulk]:</b>	1995-1999
<b>Physical Description:</b>	1.14 Cubic Feet 3 document containers
<b>Language of the Material:</b>	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>

[^ Return to Table of Contents](#)

---

## Biographical / Historical

---

The Ford Foundation was chartered by Henry and Edsel Ford in 1936 "to receive and administer funds for scientific, educational and charitable purposes, all for the public welfare", and initially served the Ford family's charitable interests in the Detroit area. Following the deaths of Edsel Ford (1943) and Henry Ford (1947), the Foundation was propelled to the forefront of philanthropy as the largest American foundation in terms of both endowment and yearly expenditures, and with an international scope to its major program areas.

During the Foundation's first twenty years its major programs were in international economic development, primary and higher education, educational and public broadcasting, behavioral sciences, civil liberties, urban development, fine arts and the humanities. The Ford Foundation also partnered with the Rockefeller Foundation in supporting agricultural development in South America, Africa, and Southeast Asia. Since the 1970s, the Foundation has also pioneered programs in women's rights, energy

policy, micro-financing in under-developed countries, establishing human rights groups, and improving international HIV/AIDS education.

Mary Loftus served as the Manager of Information Dissemination and Administration in the Office of Communications at the Ford Foundation.

[^ Return to Table of Contents](#)

---

## Scope and Contents

---

Mary Loftus served as the Manager of Information Dissemination and Administration in the Office of Communications at the Ford Foundation. This collection is composed of her office files, including correspondence, annual report draft files, and files related to the creation of the Ford Foundation's early website. The bulk of the material in the collection spans from 1995-1999.

[^ Return to Table of Contents](#)

---

## Arrangement

---

Arranged as received from the Ford Foundation in 2017

[^ Return to Table of Contents](#)

---

## Administrative Information

---

### Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

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

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

### Processing Information

Processed by Katie Martin, June 2018

## Immediate Source of Acquisition

This material was transferred to RAC in 2017 by the Ford Foundation and ingested by RAC as Accession 2017:087.

## Conditions Governing Access

Open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC.

[^ Return to Table of Contents](#)

---

## Controlled Access Headings

---

- Communications
- Ford Foundation

---

## Collection Inventory

---

Title/Description	Instances	
Ford Foundation Letter - Index, undated	box 1	folder 1
Contract with University Microfilms International (re Letter and Copyright for Letter), 1975 April-2000 November	box 1	folder 2
Internet/Web Site Background, 1995 December-1997 October	box 1	folder 3
Ford Foundation Website Log Information: Publication Requests, 1997 February-2004 February	box 1	folder 4
Ford Foundation Web Site Flap File, 1997-1999	box 1	folder 5
Web Site Permissions File, 1996 October-1998 August	box 1	folder 6
Ford Foundation Website - Bills, 1998 June-2000 January	box 1	folder 7
Website Contracts, Etc., 1998 April-December	box 1	folder 8
Equipment File - Purchase Orders, 1995-1999	box 1	folder 9
Mary Loftus Correspondence, 1999 June-September	box 1	folder 10
Mary Loftus Correspondence, 1999 October-December	box 1	folder 11
Mary Loftus Chron File, 1999 January-March	box 2	folder 12
Mary Loftus Chron File, 1998 October-December	box 2	folder 13

Mary Loftus Chron File, 1998 July-September	box 2	folder 14
Mary Loftus Chron File, 1999 April-June	box 2	folder 15
Office of Communications Purchase Order Logs, 1998 September-1999 October	box 2	folder 16
Annual Report 1999, 1998 September-2000 May	box 2	folder 17

### **Scope and Contents**

Correspondence, quotes from printers, printing specifications,  
general mailing list

Job #97-13A 1997 Annual Report - General, 1997 December-1998 November	box 2	folder 18-20
Job #97-13C 1997 Annual Report - Officers/Trustees/Directors, 1997 March-1998 June	box 2	folder 21-22
Job #97-12E 1997 Annual Report - Representatives, 1998 March-July	box 2	folder 23
Job #97-13H 1997 Annual Report - Poll File, 1998 February-June	box 3	folder 24
Ford Foundation in Listings and Directories, 1989-2005	box 3	folder 25-28