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

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Title:	Ford Foundation records, Office of Management Services, Office Files of Steven Lawry
ID:	FA652
Date [inclusive]:	1994-2003
Physical Description:	0.88 Cubic Feet
Language of the Material:	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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Scope and Contents

Contains documentation of meetings, orientation, surveys, reviews, etc.

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Arrangement

Arranged in 1 series: 1. Program Assistants/Associates Program Files.

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Administrative Information

Publication Statement

Rockefeller Archive Center

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

Conditions Governing Use note

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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.

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.

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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