



Ford Foundation records, Office of Communications, Office of the Director, Office Files of Alice Allen and Lloyd Garrison

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Summary Information

Repository:	Rockefeller Archive Center
Creator - aut:	Allen, Alice
Creator - aut:	Garrison, Lloyd
Creator:	Ford Foundation
Title:	Ford Foundation records, Office of Communications, Office of the Director, Office Files of Alice Allen and Lloyd Garrison
ID:	FA635
Date [inclusive]:	1980-1996
Physical Description:	5.4 Cubic Feet
Language of the Material:	English .

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Biographical / Historical

Alice Allen worked as a Senior Advisor in the Ford Foundation's Office of Communications.

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Scope and Contents

Primarily contains correspondence, memoranda, reports, and press logs.

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Arrangement

As received.

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Administrative Information

Publication Statement

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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.

Immediate Source of Acquisition

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.

Conditions Governing Access

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.) 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.

When requesting to view audiovisual material, please refer to the Title and the AV Number (example: AV 1916). Researchers are asked to check the "Restrictions" note for each Title. If a Title does not currently have an access copy, please contact a RAC archivist for further instruction.

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Physical Characteristics and Technical Requirements

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