



Ford Foundation records, Human Rights and Governance Program, Program Director, Office Files of Shepard Forman

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English

Describing Archives: A Content Standard

Rockefeller Archive Center

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Summary Information

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| Repository: | Rockefeller Archive Center |
| Creator: | Ford Foundation |
| Title: | Ford Foundation records, Human Rights and Governance Program, Program Director, Office Files of Shepard Forman |
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| Language of the Material: | English |

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Scope and Contents

Shepard Forman served as the Program Officer-in-Charge of the Human Rights & Governance Program from 1981 to 1986. In 1987, the title of Program Officer-in-Charge was changed to Director and Forman served in that title until 1990. He became Director of the International Affairs Program in 1991 and retired from the Ford Foundation in 1995.

This collection documents Forman's activities as Program Director of the Human Rights and Governance Program. During his tenure, the Human Rights and Governance Program encompassed two of six major areas of funding – Human Rights and Social Justice and Governance and Public Policy. This Program supported the promotion and protection of fundamental civil and political liberties worldwide and provided support for analysis of governmental structures and policies in developed countries and in Third World countries. The records of the Program Director are significant because they document the development of new program ideas with input from the President and Board of Trustees. These papers also document work by the Program staff in developing new initiatives and implementing grant activity in the areas of human rights and public policy on a national and international scope. Activities documented in the files include creation of program initiatives, preparation of financial materials, reports, and strategy papers that were presented to the Board of Trustees and documentation of task forces and

study group activities. Of interest are the background files on the development of an AIDS funding program that involved other private foundations.

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Arrangement

The collection is composed of 16 boxes and is comprised of the following series:

I. Background Files, 1980-1991 II. AIDS Background Files, 1987-1988 III. General Correspondence Files, 1981-1982 IV. General Files, 1985-1992 V. Trip Files, 1981-1990

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Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue
Sleepy Hollow 10591

archive@rockarch.org

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

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

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

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

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.

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Related Materials

Separated Materials

Reports by staff and consultants were transferred to their respective collections in the Archives. Transfers are noted on cross-reference sheets in Forman's records. An appendix to this register lists the reports that were transferred.

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Controlled Access Headings

- Ford Foundation

Physical Characteristics and Technical Requirements

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

Background Files, 1980-1991

Scope and Contents

Series I, Background Files, 1980-1991, includes grant recommendations, proposals, reports, publications, notes, and meeting materials (i.e. agendas, notes). Some of these files are related to grantees and potential grantees. Other materials served as reference files providing background information on particular organizations or topics. Also included are financial projections, discussion papers, program reviews, and program statements.

| Title/Description | Instances | |
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| Population Grants | box 1 (SK #34648) | folder 1 |
| President's Report to Board of Trustees (Draft Outline) | box 1 (SK #34648) | folder 2 |
| Program planning, 1982 | box 1 (SK #34648) | folder 3 |
| Committee on Public Policy & Social Organizations | box 1 (SK #34648) | folder 4 |
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| Jeff Puryear Paper, 1979 | box 1 (SK #34648) | folder 6 |
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| May 1988/1987 DCP Summary Tables, 1987-1988 | box 7 (SK #38867) | folder 8 |
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| Human Rights & Governance Program Review, 1986 | box 7 (SK #38867) | folder 10 |
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AIDS Background Files, 1987-1988

Scope and Contents

Series II, AIDS Background Files, 1987-1988, includes proposals, background materials for meetings, publications, memos, and correspondence.

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General Correspondence Files, 1981-1982

Scope and Contents

Series III, General Correspondence Files, 1981-1982, is comprised of general correspondence written to and by Forman on various topics including legal services, consultants, human rights, and grant correspondence.

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| Legal Services – Back-up Centers | box 12 (SK #34247) | folder 2 |
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| Grants – Rejection Letters | box 12 (SK #34247) | folder 11 |
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| Grant correspondence, memos, etc. | box 12 (SK #34247) | folder 13 |

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General Files, 1985-1992

Scope and Contents

Series IV, General Files, 1985-1992, is comprised of correspondence, project proposals, meeting notes, consultant reports, and discussion papers. Of note are materials pertaining to the promotion of pluralism and diversity in the areas of public policy and international affairs.

| Title/Description | Instances | |
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| European Foundation Centre - Central and East European Publishing Project | box 13 (SK #39825) | folder 1 |
| European Cultural Foundation - East-West Parliamentary Practice Project - Jill Adler | box 13 (SK #39825) | folder 2 |
| European Cultural Foundation - East West Parliamentary Practice Project Meeting | box 13 (SK #39825) | folder 3 |
| European Cooperation Fund | box 13 (SK #39825) | folder 4 |
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| Ford Foundation Review of Programs related to pluralism and diversity | box 13 (SK #39825) | folder 11 |
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| Don Robinson Report: Bicentennial Era Plans and Opportunities | box 13 (SK #39825) | folder 13 |
| Draft Report: Immigration and Human Capital/Ray Marshall | box 13 (SK #39825) | folder 14 |
| Shane Hunt Report: Grad Programs in Applied Economics and Public Policy/Chile and Argentina | box 13 (SK #39825) | folder 15 |
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| Michael Chege - Gpp East and South Africa | box 13 (SK #39825) | folder 18 |
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| 1990 Census on Minority Political Participation, 1990 | box 14 (SK#39826) | folder 4 |
| Evaluation of Alfred P. Sloan Minority Public Policy Careers Program | box 14 (SK#39826) | folder 5 |
| Black Church | box 14 (SK#39826) | folder 6 |
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| Reproductive Health - Geneva, 1990 | box 14 (SK#39826) | folder 30 |

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Trip Files, 1981-1990

Scope and Contents

Series V, Trip Files, 1981-1990, mainly consists of itineraries, reading materials for meetings, agendas, handwritten notes, and lists of participants of meetings attended by Forman. Also included in a smaller amount are meeting proceedings, lists of grants, and strategy papers.

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| Washington, D.C. – GPP/Welfare State – Program Discussions, 1984 June 13 | box 15 (SK #38319) | folder 6 |
| Nairobi: HR & G, 1985 | box 15 (SK #38319) | folder 7 |
| Center for Mexican American Studies, 1985 May 21 | box 15 (SK #38319) | folder 8 |
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Appendix A: Reports

Arrangement

The following reports were transferred to the Ford Foundation Archives Reports Collection. The number at the left is the assigned accession number. The list is alphabetical by author.

| Title/Description | Instances |
|--|--------------|
| Carpenter, Margaret and Elizabeth Midgley. Evaluation of the National Immigration, Refugee and Citizenship Program | report 13825 |
| Castoreno, Cathrine. U.S. Hispanics at Mid-Decade | report 13831 |
| Caughman, Susan. Women at Work in Mali: the Case of the Markala Cooperative | report 7016 |
| Espinoza, Wilma. A Review of National Hispanic Women's Organizations | report 13675 |
| Findley, Dru. The Impact of Recent Events in China on International Professional and Academic Exchanges and Related Development Activities | report 13832 |
| Forman, Shepard and Diana Morris. Rapporteur Notes on the Human Rights and Social Justice Meeting in Geneva | report 13833 |
| Harrington, Christine B. An Overview of the Dispute Resolution Field | report 13827 |
| Lacy Jr., Madison, D. Fostering Diversity in Public Television | report 13824 |
| Neblett, Richard and Walter Plotch. Black Organizations and Fund-raising: A Review | report 13828 |

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| Rapoprt, Rhona. Advancement of Blacks and Women in South Africa | report 13671 |
| Subak, Susan. A Survey of U. S. Environmental Organizations' Activities in Sustainable Development | report 13826 |
| Walker, Lynn and Mora McLean. Voter Registration and Education Projects: A Profile of Ford Foundation Grantees | report 13830 |
| Yu, Peter M. The American Electoral System: Issues and Considerations | report 13829 |