



# **Ford Foundation records, Program Action Index Cards, Accession 2017:064**

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English

Describing Archives: A Content Standard

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## Table of Contents

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Summary Information .....	3
Biographical / Historical .....	3
Scope and Contents .....	4
Arrangement .....	4
Administrative Information .....	5
Related Materials .....	5
Collection Inventory .....	6
Program Action Index Cards - New York Office Grants .....	6
Program Action Index Cards - Field Office Grants .....	7

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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, Program Action Index Cards, Accession 2017:064
<b>ID:</b>	FA1319
<b>Date [inclusive]:</b>	1936-1987
<b>Physical Description:</b>	7.6 Cubic Feet 23 8x5 Card File Boxes (Short)
<b>Language of the Material:</b>	English
<b>Language of the Material:</b>	Materials are in 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](#)

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## Biographical / Historical

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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.

[^ Return to Table of Contents](#)

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## Scope and Contents

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The collection contains Ford Foundation Program Action Index Cards/Microfilm Tracking Cards created and maintained by Ford Foundation's records management program. The cards tracked the microfilming process of the Ford Foundation's New York Office and Field Offices' grant materials. The cards served as a checklist for records management tasks and they include some/all of the following information: Program Area Number, Microfilm Reel Number, Date Transferred to Archives, Main File/Attachments Located, Grant Closing Date, Grant Processed, Grants Accounting File Processed, Microfilm Box Number, Date Box Sent, Date Film Returned, Program Area Acronym, Film inspection Date, and Grant Destruction Authorized.

[^ Return to Table of Contents](#)

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## Arrangement

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The Ford Foundation Program Action Index Cards are divided into two series: 1. Program Action Index Cards - New York Office Grants 2. Program Action Index Cards - Field Office Grants.

Both series are arranged by Program Action (PA) number (loosely chronological by year). Gaps between PA numbers appear in both series.

Each Ford Foundation Grant and the corresponding Grant File is identified by a unique Program Action (PA) number. PA numbers begin with the year a grant was made (2-digits), followed by a sequential number within that year (4-digits).

For example: PA 55-0123 was the 123rd grant made in the year 1955. PA numbers are often typed or handwritten on Ford documents in the following format: 55-123 (year)-(#####). However, the Ford Foundation's grants database (LINKS) uses an 8-digit format for PA numbers: 05500123 (0YY#####).

Beginning in the 1970s the 4th digit in the 8-digit PA number was used to encode at least three different types of Ford grants:

1. 0YY5##### = Delegated Authority Grants (DAG) / Delegated Authority Projects (DAP)
2. 0YY6##### = Grants to Individuals

3. 0YY9#### = Foundation Administered Projects (FAP)

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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

### Immediate Source of Acquisition

This material was transferred to RAC in 2017 by the Ford Foundation and ingested by RAC as Accession 2017:064.

### Conditions Governing Access

Open for research. Brittle or damaged items are available at the discretion of RAC.

### Processing Information

Processed by Katie Martin, October 2017

[^ Return to Table of Contents](#)

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## Related Materials

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### Related Materials

Program Action Index Cards refer to microfilmed grants from the Ford Foundation's New York Office and Field Offices. The microfilm is held in the following collections:

[FA732A Ford Foundation records, Grants, A-B](#)

[FA732B Ford Foundation records, Grants, C-D](#)[FA732D Ford Foundation records, Grants, H-K](#)[FA732E Ford Foundation records, Grants, L-N](#)[FA732F Ford Foundation records, Grants, O-R](#)[FA732G Ford Foundation records, Grants, S-Thel](#)[FA732H Ford Foundation records, Grants, Them-Tw](#)[FA732I Ford Foundation records, Grants, U-Z](#)[^ Return to Table of Contents](#)


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## Collection Inventory

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### Program Action Index Cards - New York Office Grants

Title/Description	Instances
Program Action Index Cards - New York Office Grants - 36-234 - 55-235, 1936-1955	box 1
Program Action Index Cards - New York Office Grants - 56-1 - 56-999, 1956	box 2
Program Action Index Cards - New York Office Grants - 56-1000 - 58-404, 1956-1958	box 3
Program Action Index Cards - New York Office Grants - 59-2 - 60-476, 1959-1960	box 4
Program Action Index Cards - New York Office Grants - 61-1 - 62-523, 1961-1962	box 5
Program Action Index Cards - New York Office Grants - 639-0001 - 64-300, 1963-1964	box 6
Program Action Index Cards - New York Office Grants - 64-301 - 66-300, 1964-1966	box 7
Program Action Index Cards - New York Office Grants - 66-301 - 68-199, 1966-1968	box 8
Program Action Index Cards - New York Office Grants - 68-200 - 69-299, 1968-1969	box 9
Program Action Index Cards - New York Office Grants - 69-301 - 70-984, 1969-1970	box 10

Program Action Index Cards - New York Office Grants - 719-0001 - 72-985, 1971-1972	box 11
Program Action Index Cards - New York Office Grants - 739-0001 - 73-985, 1973	box 12
Program Action Index Cards - New York Office Grants - 749-0001 - 750-0299, 1974-1975	box 13
Program Action Index Cards - New York Office Grants - 75-301 - 769-0827, 1975-1976	box 14
Program Action Index Cards - New York Office Grants - 775-011 - 785-0299, 1977-1978	box 15
Program Action Index Cards - New York Office Grants - 78-300 - 79-499, 1978-1979	box 16
Program Action Index Cards - New York Office Grants - 79-500 - 805-903, 1979-1980	box 17
Program Action Index Cards - New York Office Grants - 815-010 - 81-1076, 1981	box 18
Program Action Index Cards - New York Office Grants - 820-011 - 825-1233, 1982	box 19
Program Action Index Cards - New York Office Grants - 835-0011 - 835-1098, 1983	box 20
Program Action Index Cards - New York Office Grants - 845-0010 - 845-0967, 1984	box 21
Program Action Index Cards - New York Office Grants - 855-0012 - 855-1061, 1985	box 21
Program Action Index Cards - New York Office Grants - 865-0022 - 865-1075, 1986	box 21
Program Action Index Cards - New York Office Grants - 875-0058 - 870-832, 1987	box 21

[^ Return to Table of Contents](#)

## Program Action Index Cards - Field Office Grants

Title/Description	Instances
Program Action Index Cards - Field Office Grants - 50-3 - 65-358, 1950-1965	box 22

### Scope and Contents

Field office locations include: India; Islamabad, Pakistan; Lagos, Nigeria; Cairo, Egypt; Rio, Brazil; Thailand; Santiago, Chile; Bogota, Colombia; Jakarta, Indonesia;

Buenos Aires, Argentina; Mexico; Riyadh, Saudi Arabia;  
Manila, Philippines; Peru

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Program Action Index Cards - Field Office Grants - 66-86 - 71-577, 1966-1971	box 22
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### Scope and Contents

Field office locations include: India; Islamabad, Pakistan;  
Lagos, Nigeria; Cairo, Egypt; Rio, Brazil; Thailand;  
Santiago, Chile; Bogota, Colombia; Jakarta, Indonesia;  
Buenos Aires, Argentina; Mexico; Riyadh, Saudi Arabia;  
Manila, Philippines; Lima, Peru; Paris, France

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Program Action Index Cards - Field Office Grants - 72-1 - 76-825, 1972-1976	box 23
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Program Action Index Cards - Field Office Grants - 77-11 - 84-417, 1977-1984	box 23
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### Scope and Contents

Field office locations include: India; Islamabad, Pakistan;  
Lagos, Nigeria; Cairo, Egypt; Rio, Brazil; Thailand;  
Santiago, Chile; Bogota, Colombia; Jakarta, Indonesia;  
Buenos Aires, Argentina; Mexico; Riyadh, Saudi Arabia;  
Manila, Philippines; Lima, Peru; Paris, France

[^ Return to Table of Contents](#)