



Ford Foundation records, Office of Program Management, Program Operations and Services, Assets Division, Office Files of Fred Tom

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Rockefeller Archive Center

15 Dayton Avenue
Sleepy Hollow 10591

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Ford Foundation
Title:	Ford Foundation records, Office of Program Management, Program Operations and Services, Assets Division, Office Files of Fred Tom
ID:	FA685
Date [inclusive]:	1984-2007
Physical Description:	7.2 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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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 note

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 note

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 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.

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Related Materials

Separated Materials

Appendix A: Reports – Unpublished reports written by Ford Foundation staff and consultants were removed from their original folders, scanned and transferred to the Archives' collection of staff and consultant reports. See Appendix A for a list of these reports and their specific assigned number. The reports are listed in alphabetical order by author. The assigned number may be used to access reports in the online catalog.

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Controlled Access Headings

- Ford Foundation

Physical Characteristics and Technical Requirements note

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

Audit Files, 1984-2007

Title/Description	Instances
Audits (1) -- General Audit Information, Bangkok-Jakarta, 1994-2007	box 1

Arrangement

Alphabetical

Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016-2018.

Audits (2) -- Johannesburg-Nairobi, 1995-2007	box 1
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Arrangement

Alphabetical

Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016-2018.

Audits (3) -- New Delhi, Rio de Janeiro, Santiago, Windhoek, 1997-2005	box 1
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Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Internal Audit -- Africa and the Middle East, 1996-2000	box 2
Internal Audit -- Asia and Russia, 1993-2000	box 2
Internal Audit -- Beijing, China, 1989-2004	box 2
Internal Audit -- Cairo, Egypt and Khartoum, Sudan, 1988-2004	box 2
Internal Audit -- Hanoi, Vietnam, 1998-2005	box 2

Conditions Governing Access:

Conditions Governing Access

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Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Internal Audit -- Jakarta, Indonesia, 1987-2005	box 2
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Conditions Governing Access:

Conditions Governing Access

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Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Internal Audit -- Johannesburg, South Africa, 1994-2004	box 2
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Internal Audit -- Lagos, Nigeria, 1989-2005	box 2
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Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Internal Audit -- Manila, Philippines, 1988-2003	box 2
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Internal Audit -- Mexico City, Mexico, 1987-2006	box 3
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Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary. Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2017.

Internal Audit -- Moscow, Russia, 1998-2005	box 3
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Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Internal Audit -- Nairobi, Kenya, 1988-2006

box 3

Conditions Governing Access:

Conditions Governing Access

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Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2017.

Internal Audit -- New Delhi, India, 1984-2005

box 3

Conditions Governing Access:

Conditions Governing Access

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Internal Audit -- PRI Audits -- FAPs, Grants to Organizations, Grants to Individuals, 1987-2003

box 3

Internal Audit -- Rio de Janeiro, Brazil, 1988-2005

box 3

Conditions Governing Access:

Conditions Governing Access

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Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Internal Audit -- Santiago, Chile, 1992-2006

box 3

Conditions Governing Access:

Conditions Governing Access

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Internal Audit -- Windhoek, Namibia, 1994-2001	box 3
Internal Audit -- Other, 1993-1999	box 3

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Regional Office Files, 1989-2006

Title/Description	Instances
Bangkok Field Office Visit (July 21-August 2, 1995) Briefing Book (folder 1), 1993-1995	box 4
Bangkok Field Office Visit (July 21-August 2, 1995) Briefing Book (folder 2), 1993-1995	box 4
Beijing Briefing Book, 1994-2001	box 4
Brazil Briefing Book, 2000-2001	box 4
Chile Briefing Book, 1993-2002	box 4
Egypt Briefing Book, 1996-2003	box 4
India Briefing Book, 1989-2002	box 4
Kenya Briefing Book, 1995-2002	box 4
Manila Briefing Book, 1989-2001	box 4
Manila Briefing Book, 1989-2001	box 4
Mexico City Briefing Book, 2001-2004	box 4
Moscow Briefing Book (1998), 1996-2002	box 4
Nigeria Briefing Book, 1994-2004	box 4
South Africa Briefing Book, 2001-2002	box 4
South Africa Briefing Book, 2001-2002	box 4
Vietnam Briefing Book, 1996-2002	
Bangkok -- Office Closing, 1997-1998	box 5
Beijing -- Office Issues, 2000-2004	box 5

Capital Projects Fiscal Year 1998 -- New Delhi Office, 1997	box 5
Capital Projects Fiscal Year 2000, 1999	box 5
Capital Projects Fiscal Year 2001, 2000	box 5
Capital Projects Details Fiscal Year 2001 -- Re: Lagos Office, 2001	box 5
Ford Foundation Office Leases -- General Information, 1998-1999	box 5
Hanoi -- Visit (May 14-23, 1997) and Office Related Files, 1996-1997	box 5
Hanoi -- Vietnam Office, 1996-1999	box 5
Hanoi -- Office Lease, Office Issues, Staff, Security, SARS Discussions, etc., 2001-2003	box 5
Hanoi -- Vietnam Office -- Renovation (2006) and 2001 Lease, 2001-2007	box 5

Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2017 and 2018.

Jakarta -- Office Visits, Office/Regional Issues, 1998-2005	box 5
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Conditions Governing Access:

Conditions Governing Access

Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Jakarta, 1999-2005	box 5
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Conditions Governing Access:

Conditions Governing Access

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and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Johannesburg -- Capital Gains Tax, 2003	box 5
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Johannesburg -- Budget and Inventory, 2005	box 5
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Conditions Governing Access:

Conditions Governing Access

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Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Lagos -- GSO Lagos Trip (March 19-28, 1997), Mar 19-28, 1997	box 5
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Lagos, 2001-2006	box 5
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Conditions Governing Access:

Conditions Governing Access

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Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2017.

Lagos, 2002-2005	box 5
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Conditions Governing Access:

Conditions Governing Access

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Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Manila -- Office Closing, 2001-2002	box 6
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Mexico City, 2000-2005	box 6
<u>Conditions Governing Access:</u> Conditions Governing Access <p>Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.</p> <p>Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.</p>	
Mexico City -- Incl. Documents Re: Power Outage Situation, 2004-2005	box 6
<u>Conditions Governing Access:</u> Conditions Governing Access <p>File is closed to scholarly reserach.</p> <p>Date Restricted Material -- Contains records less than 10 years old -- Open to scholarly research in 2016.</p>	
Moscow -- Incl. Correspondence Re: Terrorism, 1996-2002	box 6
Nairobi, 1996-2004	box 6
New Delhi -- India Trip, 2002-2003	box 6
New Delhi, 2003-2005	box 6
<u>Conditions Governing Access:</u> Conditions Governing Access <p>Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research, and physical removal of the segregated material is not necessary.</p> <p>Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.</p>	
Rio de Janeiro, 1998-2004	box 6
Santiago, 1992-2005	box 6
<u>Conditions Governing Access:</u> Conditions Governing Access <p>Some of the records in this file are restricted because they are less than 10 years old. The restricted items have been segregated and are inaccessible. The file is open to research,</p>	

and physical removal of the segregated material is not necessary.

Date Restricted Material -- Contains records less than 10 years old -- Restricted records are Open to scholarly research in 2016.

Santiago -- Grants Administration, 2002-2003	box 6
Windhoek (Namibia) -- Office Closure, 2001-2002	box 6

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Reports, 1985-2007

Title/Description	Instances
"Challenging the Assumptions: An Analysis of the Role of Evaluation in the Ford Foundation's Work in Forestry" by Anita Kendrick, 1985	box 6
"Income and Employment in Bangladesh: Forward Ever Backward Never" by Marshall A. Bear and Jennefer Sebstad, Oct 1994	box 6
"Evaluation of the Development Finance and Economic Security (DFES) Programme of the Ford Foundation, New Delhi Office" by Ajit Kanitkar and Shashi Rajagopalan, Oct 2005	box 6
"Strategic Review of Sustainable Metropolitan Communities Initiative: Final Report" by Peter Plastrik and John Cleveland (slide presentation), Jun 24, 2006	box 6
"Innovation: Individuals, Networks, Patronage" Draft by Stephen Kotkin -- An Evaluation of Higher Education Support in Russia, January-June 2006, Aug 2006	box 6
"A Report on the Ford Foundation's Community Development Grantmaking, Andean Region and Southern Cone" by Julie C. Monteleone, Sep 2006	box 6
"A Qualitative Review of the Impacts on the Organization" and "A Qualitative Review of External Impacts" Re: Forest Stewardship Council International Center, 2006-2007	box 6

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Appendix A: Reports, 2006

Title/Description	Instances
Kotkin, Stephen; Innovation -- Individuals, Networks, Patronage, Aug 2006	report #019911