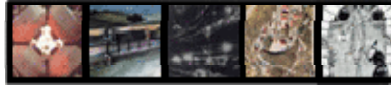


Archives & History Office



Stanford Linear
Accelerator Center

Mission Statement

- **Provide** SLAC with a reliable and dynamic institutional memory
- **Document** SLAC's discoveries and contributions
- **Serve** constituent communities
- **Communicate** SLAC's important contributions

Core Functions

- **FIND AND APPRAISE** records of continuing value/historical interest
- **ORGANIZE** records by accessioning and inventorying them
- **ASSIST** researchers through in-person, remote, and web reference
- **PROVIDE INTELLECTUAL CAPITAL** to support SLAC's current and future activities

Core Resources – FY 2007

- **Staff:** 2 FTE
- **M&S Budget:** \$35.3K
- **Space**
 - Office = 134 sq.ft.
 - Secure, climate-controlled, fire-protected storage = 2783 sq. ft. (+ 283 sq. ft. FY06)

Past Achievements

- Panofsky memoir support
- First Web site documentation and exhibit
- "TopPix" photo thumbnails to web
- 40th Anniversary book, 2002
- 5 successful program reviews

Present and Future Challenges

- **Electronic Records**
- **Backlog**
 - 3rd Director's papers (J. Dorfan) to be retired to Archives
 - Broadened area of responsibility (LCLS, KIPAC)
- **Compliance**
 - Permanent records inventory requirement (draft DOE Permanent Records Order / DOE O 243.1 in FY2008) WHEREVER records are held
 - Compliant storage / space requirements (36CFR1228 Subpart K : 2009)
 - On-site requirements (currently close to compliance)
 - Off-site requirements (do NOT currently meet)
- **Reference**
- **50th Anniversary** of Laboratory in 2012 (5 years)

Effort Allocation Distribution: FIND AND APPRAISE					
Calendar Year	2002	2003	2004	2005	2006
COLLECTIONS: (accessions--all formats)					
Accessions added	43	40	46	58	57
Acc. Cum. Total	471	511	557	615	672
Cu. Ft. added	212	158	329	182	321
Cu. Ft. Cum. Total	1725	1883	2212	2394	2715

Effort Allocation Distribution: ORGANIZE					
Calendar Year	2002	2003	2004	2005	2006
ACCESSIONS PROCESSING					
Processing - Basic (cf)	212	158	200	497	289
Processing - Improved (cf) (inventories)	321 56	348 62	227 33	499 156	349 64
Processing - Complete	0	0	0	0	0
COLLECTIONS: (photographs, images)					
Items added	1519	26	2	28	149
Item Cum. Tot.	6427	6453	6455	6483	6632
Database records updated	1714	107	0	1494	5043
Thumbnails uploaded	599	98	0	439	407
COLLECTIONS: (database indexes additions & updates)					
SLACArc	18	142	32*	125*	644
Photoindex	3233	132	2	1522	5192
SLACSpeak	177	165	316	355	936
SLACNews	1711	n/a	5923	12	906

* major global fix in SLACArc in 2006 obliterated earlier Date-Updated data

Effort Allocation Distribution: ASSIST					
Calendar Year	2002	2003	2004	2005	2006
REFERENCE (number of requests)					
SLAC	90	85	79	113	104
Stanford	13	3	1	3	5
Other	35	40	42	26	44
TOTAL	138	128	122	142	153
WEBSITE (monthly averages)					
PhotoIndex	849	822	571	583	609
SLACNews	n/a	n/a	66	203	137
SLACSpeak	751	2052	3053	3479	2359
ALL SOURCES	84888	38154	31953	32258	28618