## FY 2017-- Metrics for AUGUST 2017

**SLAC ARCHIVES,HISTORY & RECORDS OFFICE**

### EFFORT DISTRIBUTION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Current Month</th>
<th>FY Cumulative</th>
<th>TOTAL</th>
<th>%</th>
<th>TOTAL</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Find &amp; Appraise hours</td>
<td>21.0</td>
<td>137.0</td>
<td>5.7</td>
<td>5.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Archival Processing hours</td>
<td>164.0</td>
<td>967.0</td>
<td>44.7</td>
<td>37.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Archival Reference hours (consulting &amp; retrieval service)</td>
<td>53.0</td>
<td>353.0</td>
<td>14.5</td>
<td>13.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Provide Intellectual Capital hours</td>
<td>0.0</td>
<td>89.0</td>
<td>0.0</td>
<td>3.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Records Management hours</td>
<td>19.0</td>
<td>266.0</td>
<td>5.2</td>
<td>10.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Other Hours</td>
<td>109.5</td>
<td>738.0</td>
<td>29.9</td>
<td>28.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours TOTAL</strong></td>
<td><strong>366.5</strong></td>
<td><strong>2550</strong></td>
<td><strong>100.0</strong></td>
<td><strong>100.0</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ARCHIVES PRODUCTS

#### 7. Incoming processing
- a. from OffSite contract storage (cu.ft.)
  - Current Month: 0.0
  - FY Cumulative: 47.0
- b. new receipts (cu.ft. received by AHO)
  - Current Month: 3.7
  - FY Cumulative: 122.4
- c. electronic records (MB received by AHO)
  - Current Month: 0.0
  - FY Cumulative: 51674.1
  
  i. # of digital photos to SALLIE
  - Current Month: 2.0
  - FY Cumulative: 894.0
  
  ii. # of other digital files
  - Current Month: 0.0
  - FY Cumulative: 281.0

#### 8. Outgoing processing
- a. processed & sent to OffSite contract storage accessions
  - cu.ft.
    - Current Month: 0.0
    - FY Cumulative: 33.0
  
  - cu.ft.
    - Current Month: 0.0
    - FY Cumulative: 160.0
- b. processed & sent to NARA accessions
  - cu.ft.
    - Current Month: 0.0
    - FY Cumulative: 1.0
  
  - cu.ft.
    - Current Month: 0.0
    - FY Cumulative: 23.0
- c. processed & shelved in AHO accessions
  - cu.ft.
    - Current Month: 1.0
    - FY Cumulative: 11.0
  
  - cu.ft.
    - Current Month: 18.0
    - FY Cumulative: 124.8

#### 9. Disposal
- Current Month: 1.0
- FY Cumulative: 11.5

#### 10. Products received
- Current Month: 0.0
- FY Cumulative: 1.0

#### 11. Outreach events / instances
- Current Month: 0.0
- FY Cumulative: 1.0

### ARCHIVES REFERENCE SERVICE

<table>
<thead>
<tr>
<th>Community</th>
<th>Current Month</th>
<th>FY Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLAC community</td>
<td>7</td>
<td>101.0</td>
</tr>
<tr>
<td>Stanford University Community</td>
<td>0</td>
<td>14.0</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>32.0</td>
</tr>
</tbody>
</table>

### RECORDS MANAGEMENT SERVICES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Current Month</th>
<th>FY Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. RM SN Tickets opened</td>
<td>5</td>
<td>81.0</td>
</tr>
<tr>
<td>16. RM SN Tickets closed</td>
<td>2</td>
<td>79.0</td>
</tr>
<tr>
<td>17. RM retirements -- FRC accessions</td>
<td>0</td>
<td>4.0</td>
</tr>
<tr>
<td>18. RM retirements -- FRC cu.ft.</td>
<td>0</td>
<td>143.0</td>
</tr>
</tbody>
</table>

### AHRO WEB TRAFFIC*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Current Month</th>
<th>FY Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Site visits/sessions</td>
<td>445</td>
<td>5757</td>
</tr>
<tr>
<td>20. Page views</td>
<td>676</td>
<td>10421</td>
</tr>
<tr>
<td>21. Visitors / Entrances / Users</td>
<td>333</td>
<td>6105</td>
</tr>
</tbody>
</table>

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Legend:

- **Find & Appraise** = Assessment of records (all formats) and identification of appropriate retention periods
- **Processing** = Any handling of collections that contributes to making them more accessible. Includes boxing, foldering, arranging, describing archival records and preparing inventories
- **Reference** = Assisting on-site and remote researchers by locating, retrieving and reshelving information and materials
- **Provide Intellectual Capital** = Prepare and package history of SLAC in various formats for various audiences
- **Other hours** = Meetings, training, colloquia, administrative and supervisory tasks, etc.
- **Accessions** = Batches of records (of varying volume) received at the same time from the same creating person or office, and handled as a single intellectual unit by the AHO
- **Disposal** = Temporary records that have reached the end of their retention period and are recycled or shredded, as appropriate
- **Products received** = Copies or notifications of publications, webpages, etc. using materials located and provided by AHO
- **Outreach** = Presentations and interviews by AHO staff, Archives Month activities, etc.