## FY 2022-- Metrics for DECEMBER 2021
### SLAC ARCHIVES,HISTORY & RECORDS OFFICE

### EFFORT DISTRIBUTION

<table>
<thead>
<tr>
<th>Activity</th>
<th>CURRENT MONTH</th>
<th>FY CUMULATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Find &amp; Appraise hours</td>
<td>0.0 0.0</td>
<td>1.0 0.2</td>
</tr>
<tr>
<td>2. Archival Processing hours</td>
<td>4.0 3.2</td>
<td>33.0 6.5</td>
</tr>
<tr>
<td>3. Archival Reference hours (consulting &amp; retrieval service)</td>
<td>5.2 4.1</td>
<td>35.4 6.9</td>
</tr>
<tr>
<td>4. Provide Intellectual Capital hours</td>
<td>21.8 17.4</td>
<td>80.4 15.7</td>
</tr>
<tr>
<td>5. Records Management hours</td>
<td>3.0 2.4</td>
<td>22.9 4.5</td>
</tr>
<tr>
<td>6. Other Hours</td>
<td>91.0 72.8</td>
<td>338.2 66.2</td>
</tr>
<tr>
<td><strong>Hours TOTAL</strong></td>
<td><strong>124.9 100.0</strong></td>
<td><strong>510.9 100.0</strong></td>
</tr>
</tbody>
</table>

### ARCHIVES PRODUCTS

#### 7. Incoming processing

- **a. from OffSite contract storage (cu.ft.)**
  - CURRENT MONTH: 0.0
  - FY CUMULATIVE: 0.0

- **b. new receipts (cu.ft. received by AHRO)**
  - CURRENT MONTH: 0.3
  - FY CUMULATIVE: 3.3

- **c. electronic records (MB received by AHRO)**
  - CURRENT MONTH: 108.9
  - FY CUMULATIVE: 114550.9

#### i. # of digital photos to SALLIE
  - CURRENT MONTH: 4.0
  - FY CUMULATIVE: 1125.0

#### ii. # of other digital files
  - CURRENT MONTH: 0.0
  - FY CUMULATIVE: 62.0

#### 8. Outgoing processing

- **a. processed & sent to OffSite contract storage**
  - accessions
    - cu.ft.: 0.0
    - cu.ft.: 0.0

- **b. processed & sent to NARA**
  - accessions
    - cu.ft.: 0.0
    - cu.ft.: 0.0

- **c. processed & shelved in AHRO**
  - accessions
    - cu.ft.: 0.0
    - cu.ft.: 0.0

#### 9. Disposal
  - CURRENT MONTH: 0.0
  - FY CUMULATIVE: 0.0

#### 10. Products received
  - CURRENT MONTH: 0.0
  - FY CUMULATIVE: 0.0

#### 11. Outreach events / instances
  - CURRENT MONTH: 0.0
  - FY CUMULATIVE: 0.0

### ARCHIVES REFERENCE SERVICE

#### 12. SLAC community
  - CURRENT MONTH: 6
  - FY CUMULATIVE: 33.0

#### 13. Stanford University Community
  - CURRENT MONTH: 0
  - FY CUMULATIVE: 1.0

#### 14. Other
  - CURRENT MONTH: 2
  - FY CUMULATIVE: 7.0

### RECORDS MANAGEMENT SERVICES

#### 15. RM SN Tickets opened
  - CURRENT MONTH: 1
  - FY CUMULATIVE: 6.0

#### 16. RM SN Tickets closed
  - CURRENT MONTH: 2
  - FY CUMULATIVE: 9.0

#### 17. RM retirements -- FRC accessions
  - CURRENT MONTH: 0
  - FY CUMULATIVE: 0.0

#### 18. RM retirements -- FRC cu.ft.
  - CURRENT MONTH: 0
  - FY CUMULATIVE: 0.0

#### 19. Current litigation holds/disposal freezes
  - CURRENT MONTH: 1
  - FY CUMULATIVE: 1.0

### AHRO WEB TRAFFIC*

#### 20. Site visits/Sessions
  - CURRENT MONTH: 488
  - FY CUMULATIVE: 1248.0

#### 21. Page views
  - CURRENT MONTH: 938
  - FY CUMULATIVE: 2558.0

#### 22. Visitors / Entrances /Users
  - CURRENT MONTH: 422
  - FY CUMULATIVE: 1024.0

### 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.