## FY 2024 -- Metrics for OCTOBER 2023

### SLAC ARCHIVES, HISTORY & RECORDS OFFICE

<table>
<thead>
<tr>
<th>EFFORT DISTRIBUTION</th>
<th>CURRENT MONTH</th>
<th>FY CUMULATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL</td>
<td>%</td>
</tr>
<tr>
<td>1. Find &amp; Appraise hours</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>2. Archival Processing hours</td>
<td>72.4</td>
<td>29.7</td>
</tr>
<tr>
<td>3. Archival Reference hours (consulting &amp; retrieval service)</td>
<td>47.5</td>
<td>19.5</td>
</tr>
<tr>
<td>4. Provide Intellectual Capital hours</td>
<td>12.0</td>
<td>4.9</td>
</tr>
<tr>
<td>5. Records Management hours</td>
<td>8.5</td>
<td>3.5</td>
</tr>
<tr>
<td>6. Library hours</td>
<td>17.3</td>
<td>7.1</td>
</tr>
<tr>
<td>7. Other Hours</td>
<td>86.5</td>
<td>35.4</td>
</tr>
<tr>
<td><strong>Hours TOTAL</strong></td>
<td>244.2</td>
<td>92.9</td>
</tr>
</tbody>
</table>

### ARCHIVES PRODUCTS

8. Incoming processing
   - from OffSite contract storage (cu.ft.) | 0.0  | 0.0  |
   - new receipts (cu.ft. received by AHRO) | 0.3  | 0.3  |
   - electronic records (GB received by AHRO) | 41.5  | 41.5  |
      
   i. # of digital photos to SALLIE | 0.0  | 0.0  |
   ii. # of other digital files | 18.0  | 18.0  |

9. Outgoing processing
   - processed & sent to OffSite contract storage
      
   a. accessions | 0.0  | 0.0  |
   cu.ft. | 0.0  | 0.0  |
   
   b. processed & sent to NARA
      
   a. accessions | 0.0  | 0.0  |
   cu.ft. | 0.0  | 0.0  |
   
   c. processed & shelved in AHRO
      
   a. accessions | 1.0  | 1.0  |
   cu.ft. | 5.0  | 5.0  |
   
   d. reformatted records
      
   GB | 1.4  | 1.4  |
   
   # of files | 50.0  | 50.0  |

10. Disposal | 0.0  | 0.0  |

11. Products received | 0.0  | 0.0  |

12. Outreach events / instances | 0.0  | 0.0  |

### ARCHIVES REFERENCE SERVICE

13. SLAC community | 2  | 2.0  |

14. Stanford University Community | 1  | 1.0  |

15. Other | 7  | 7.0  |

### RECORDS MANAGEMENT SERVICES

16. RM SN Tickets opened | 1  | 1.0  |

17. RM SN Tickets closed | 5  | 5.0  |

18. RM retirements -- FRC accessions | 0  | 0.0  |

19. RM retirements -- FRC cu.ft. | 0  | 0.0  |

20. Current litigation holds/disposal freezes | 1  | 1.0  |

### AHRO WEB TRAFFIC*

21. Site visits/Sessions | n/a | 0.0  |

22. Page views | n/a | 0.0  |

23. Visitors / Entrances /Users | n/a | 0.0  |

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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 AHOB
- **Outreach** = Presentations and interviews by AHO staff, Archives Month activities, etc.