### FY 2023 -- Metrics for SEPTEMBER 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>58.1</td>
<td>58.0</td>
</tr>
<tr>
<td>3. Archival Reference hours (consulting &amp; retrieval service)</td>
<td>11.0</td>
<td>11.0</td>
</tr>
<tr>
<td>4. Provide Intellectual Capital hours</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>5. Records Management hours</td>
<td>16.0</td>
<td>16.0</td>
</tr>
<tr>
<td>6. Library hours</td>
<td>4.0</td>
<td>137.0</td>
</tr>
<tr>
<td>7. Other Hours</td>
<td>11.0</td>
<td>11.0</td>
</tr>
<tr>
<td><strong>Hours TOTAL</strong></td>
<td>100.1</td>
<td>96.0</td>
</tr>
</tbody>
</table>

#### ARCHIVES PRODUCTS

8. Incoming processing
   - from OffSite contract storage (cu.ft.)
     a. new receipts (cu.ft. received by AHRO) | 0.0 |
     b. electronic records (MB received by AHRO) | 374.2 |
       i. # of digital photos to SALLIE | 0.0 |
       ii. # of other digital files | 208.0 |

9. Outgoing processing
   - processed & sent to OffSite contract storage
     a. accessions | 0.0 |
     b. cu.ft. | 0.0 |
   - processed & sent to NARA
     a. accessions | 0.0 |
     b. cu.ft. | 0.0 |
   - processed & shelved in AHRO
     a. accessions | 0.0 |
     b. cu.ft. | 0.0 |
   - reformatted records
     a. MB | 0.0 |
     b. # of files | 0.0 |

10. Disposal | 0.0 |

11. Products received | 0.0 |

12. Outreach events / instances | 0.0 |

#### ARCHIVES REFERENCE SERVICE

13. SLAC community | 3 | 79.0 |
14. Stanford University Community | 0 | 2.0 |
15. Other | 3 | 39.0 |

#### RECORDS MANAGEMENT SERVICES

16. RM SN Tickets opened | 5 | 34.0 |
17. RM SN Tickets closed | 3 | 31.0 |
18. RM retirements -- FRC accessions | 0 | 1.0 |
19. RM retirements -- FRC cu.ft. | 0 | 7.0 |
20. Current litigation holds/disposal freezes | 1 | 0.0 |

#### AHRO WEB TRAFFIC*

21. Site visits/Sessions | n/a | 3349.0 |
22. Page views | n/a | 6703.0 |
23. Visitors / Entrances /Users | n/a | 2717.0 |

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