<table>
<thead>
<tr>
<th>FY 2023 -- Metrics for MAY 2023</th>
<th>CURRENT MONTH</th>
<th>FY CUMULATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLAC ARCHIVES, HISTORY &amp; RECORDS OFFICE</td>
<td>TOTAL %</td>
<td>TOTAL %</td>
</tr>
</tbody>
</table>

### 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>4.0</td>
<td>19.0</td>
</tr>
<tr>
<td>2. Archival Processing hours</td>
<td>55.0</td>
<td>234.0</td>
</tr>
<tr>
<td>3. Archival Reference hours (consulting &amp; retrieval service)</td>
<td>38.4</td>
<td>134.9</td>
</tr>
<tr>
<td>4. Provide Intellectual Capital hours</td>
<td>22.0</td>
<td>147.2</td>
</tr>
<tr>
<td>5. Records Management hours</td>
<td>13.0</td>
<td>214.3</td>
</tr>
<tr>
<td>6. Library hours</td>
<td>7.0</td>
<td>105.0</td>
</tr>
<tr>
<td>7. Other Hours</td>
<td>44.8</td>
<td>396.4</td>
</tr>
<tr>
<td><strong>Hours TOTAL</strong></td>
<td>184.2</td>
<td>1250.77</td>
</tr>
</tbody>
</table>

### ARCHIVES PRODUCTS

#### 8. 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: 0.7
  - FY Cumulative: 9.8
- c. electronic records (MB received by AHRO)
  - Current Month: 23843.1
  - FY Cumulative: 1027108.8
- i. # of digital photos to SALLIE
  - Current Month: 1032.0
  - FY Cumulative: 5596.0
- ii. # of other digital files
  - Current Month: 11864.0
  - FY Cumulative: 21494.0

#### 9. Outgoing Processing
- a. processed & sent to OffSite contract storage
  - Accessions
    - Current Month: 0.0
    - FY Cumulative: 0.0
  - Cu.ft.
    - Current Month: 0.0
    - FY Cumulative: 0.0
- b. processed & sent to NARA
  - Accessions
    - Current Month: 0.0
    - FY Cumulative: 0.0
  - Cu.ft.
    - Current Month: 0.0
    - FY Cumulative: 0.0
- c. processed & shelved in AHRO
  - Accessions
    - Current Month: 3.0
    - FY Cumulative: 6.0
  - Cu.ft.
    - Current Month: 0.8
    - FY Cumulative: 1.9
- d. reformatted records
  - MB
    - Current Month: 370.2
    - FY Cumulative: 1506.5
  - # of files
    - Current Month: 18.0
    - FY Cumulative: 64.0

#### 10. Disposal
- Current Month: 0.0
- FY Cumulative: 23.0

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

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

### ARCHIVES REFERENCE SERVICE

- SLAC community
  - Current Month: 7
  - FY Cumulative: 55.0
- Stanford University Community
  - Current Month: 0
  - FY Cumulative: 2.0
- Other
  - Current Month: 8
  - FY Cumulative: 24.0

### RECORDS MANAGEMENT SERVICES

- RM SN Tickets opened
  - Current Month: 2
  - FY Cumulative: 11.0
- RM SN Tickets closed
  - Current Month: 5
  - FY Cumulative: 16.0
- RM retirements -- FRC accessions
  - Current Month: 0
  - FY Cumulative: 1.0
- RM retirements -- FRC cu.ft.
  - Current Month: 0
  - FY Cumulative: 7.0
- Current litigation holds/disposal freezes
  - Current Month: 0
  - FY Cumulative: 0.0

### AHRO WEB TRAFFIC*

- Site visits/Sessions
  - Current Month: 108
  - FY Cumulative: 2457.0
- Page views
  - Current Month: 154
  - FY Cumulative: 4987.0
- Visitors / Entrances /Users
  - Current Month: 97
  - FY Cumulative: 2015.0

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