<table>
<thead>
<tr>
<th>FY 2024-- Metrics for JANUARY 2024</th>
<th>CURRENT MONTH</th>
<th>FY CUMULATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL  %</td>
<td>TOTAL  %</td>
</tr>
<tr>
<td>EFFORT DISTRIBUTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Find &amp; Appraise hours</td>
<td>0.0 0.0</td>
<td>0.0 0.0</td>
</tr>
<tr>
<td>2. Archival Processing hours</td>
<td>52.0 27.4</td>
<td>159.7 24.7</td>
</tr>
<tr>
<td>3. Archival Reference hours</td>
<td>19.5 10.3</td>
<td>99.5 15.4</td>
</tr>
<tr>
<td>4. Provide Intellectual Capital hours</td>
<td>16.0 8.4</td>
<td>28.0 4.3</td>
</tr>
<tr>
<td>5. Records Management hours</td>
<td>64.1 33.8</td>
<td>149.1 23.0</td>
</tr>
<tr>
<td>6. Library hours</td>
<td>10.0 42.3</td>
<td>6.5 6.5</td>
</tr>
<tr>
<td>7. Other Hours</td>
<td>28.0 14.8</td>
<td>168.7 26.1</td>
</tr>
<tr>
<td>Hours TOTAL</td>
<td>189.6 94.7</td>
<td>647.3 100.0</td>
</tr>
</tbody>
</table>

ARCHIVES PRODUCTS

8. Incoming processing
   a. from OffSite contract storage (cu.ft.) | 0.0 0.0
   b. new receipts (cu.ft. received by AHRO) | 0.0 5.3
   c. electronic records (GB received by AHRO) | 0.0 41.5
      i. # of digital photos to SALLIE | 0.0 0.0
      ii. # of other digital files | 56.0 74.0

9. Outgoing processing
   a. processed & sent to OffSite contract storage
      accessions | 0.0 0.0
      cu.ft. | 0.0 0.0
   b. processed & sent to NARA
      accessions | 0.0 0.0
      cu.ft. | 0.0 0.0
   c. processed & shelved in AHRO
      accessions | 0.0 1.0
      cu.ft. | 0.0 5.0
   d. reformatted records
      GB | 0.0 1.4
      # of files | 43.0 93.0

10. Disposal | 0.0 1.0
11. Products received | 0.0 0.0
12. Outreach events / instances | 0.0 0.0

ARCHIVES REFERENCE SERVICE

13. SLAC community | 6 14.0
14. Stanford University Community | 0 3.0
15. Other | 5 17.0

RECORDS MANAGEMENT SERVICES

16. RM SN Tickets opened | 1 5.0
17. RM SN Tickets closed | 1 10.0
18. RM retirements -- FRC accessions | 0 0.0
19. RM retirements -- FRC cu.ft. | 0 0.0
20. Current litigation holds/disposal freezes | 0 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

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 AH0
- **Outreach** = Presentations and interviews by AHO staff, Archives Month activities, etc.