

FY 2019-- Metrics for AUGUST 2019 SLAC ARCHIVES,HISTORY & RECORDS OFFICE	CURRENT MONTH		FY CUMULATIVE	
	TOTAL	%	TOTAL	%
EFFORT DISTRIBUTION				
1. Find & Appraise hours	5.0	4.9	95.0	4.7
2. Archival Processing hours	21.0	20.4	449.5	22.1
3. Archival Reference hours (consulting & retrieval service)	7.0	6.8	151.0	7.4
4. Provide Intellectual Capital hours	11.0	10.7	169.0	8.3
5. Records Management hours	8.0	7.8	285.5	14.0
6. Other Hours	51.0	49.5	884.1	43.5
<i>Hours TOTAL</i>	103.0	100.0	2034.1	100.0
ARCHIVES PRODUCTS				
7. Incoming processing				
a. from OffSite contract storage (cu.ft.)	34.0		54.0	
b. new receipts (cu.ft. received by AHRO)	31.2		43.3	
c. electronic records (MB received by AHRO)	42.3		374070.5	
i. # of digital photos to SALLIE	21.0		10873.0	
ii. # of other digital files	0.0		12368.0	
8. Outgoing processing				
a. processed & sent to OffSite contract storage				
accessions	2.0		6.0	
cu.ft.	28.0		52.3	
b. processed & sent to NARA				
accessions	0.0		7.0	
cu.ft.	0.0		10.0	
c. processed & shelved in AHRO				
accessions	2.0		6.0	
cu.ft.	33.0		35.6	
9. Disposal	7.0		23.4	
10. Products received	1.0		5.0	
11. Outreach events / instances	0.0		0.0	
ARCHIVES REFERENCE SERVICE				
12. SLAC community	3		51.0	
13. Stanford University Community	0		8.0	
14. Other	2		25.0	
RECORDS MANAGEMENT SERVICES				
15. RM SN Tickets opened	1		32.0	
16. RM SN Tickets closed	1		33.0	
17. RM retirements -- FRC accessions	0		8.0	
18. RM retirements -- FRC cu.ft.	0		17.0	
AHRO WEB TRAFFIC*				
19. Site visits/Sessions	1638		6332.0	
20. Page views	2112		11544.0	
21. Visitors / Entrances /Users	1413		5282.0	

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.