| FY 2024-- Metrics for SEPTEMBER 2024<br>SLAC ARCHIVES,HISTORY & RECORDS OFFICE | CURRENT MONTH | | FY CUMULATIVE | |
|---|---|---|---|---|
| | TOTAL | % | TOTAL | % |
| **EFFORT DISTRIBUTION** | | | | |
| 1.Find & Appraise hours | 12.0 | 5.5 | 52.0 | 2.5 |
| 2. Archival Processing hours | 59.0 | 27.2 | 629.7 | 30.6 |
| 3. Archival Reference hours (consulting & retrieval  service) | 65.5 | 30.2 | 321.6 | 15.6 |
| 4. Provide Intellectual Capital hours | 4.7 | 2.2 | 43.6 | 2.1 |
| 5. Records Management hours | 21.0 | 9.7 | 400.0 | 19.4 |
| 6. Library hours | 14.0 | | 107.8 | 5.2 |
| 7. Other Hours | 41.0 | 18.9 | 505.3 | 24.5 |
| *Hours TOTAL* | 217.2 | 93.6 | 2060.07 | 100.0 |
| **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 | | 31.3 | |
| c. electronic records  (GB received by AHRO) | 91.3000 | | 479.6000 | |
| i. # of digital photos to SALLIE | 1352.0 | | 6687.0 | |
| ii. # of other digital files | 89.0 | | 482.0 | |
| 9. Outgoing processing | 0.0 | | 4.0 | |
| a. processed & sent to OffSite contract storage | | | | |
| accessions | 3.0 | | 3.0 | |
| cu.ft. | 18.0 | | 18.0 | |
| 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 | 0.3000 | | 4.7650 | |
| # of files | 14.0 | | 128.0 | |
| 10. Disposal | 10.0 | | 19.3 | |
| 11. Products received | 0.0 | | 0.0 | |
| 12. Outreach events / instances | 0.0 | | 0.0 | |
| **ARCHIVES REFERENCE SERVICE** | | | | |
| 13. SLAC community | 9 | | 86.0 | |
| 14. Stanford University Community | 0 | | 4.0 | |
| 15. Other | 4 | | 53.0 | |
| **RECORDS MANAGEMENT SERVICES** | | | | |
| 16. RM SN Tickets opened | 0 | | 15.0 | |
| 17. RM SN Tickets closed | 0 | | 23.0 | |
| 18. RM retirements -- FRC accessions | 0 | | 0.0 | |
| 19. RM retirements -- FRC cu.ft. | 0 | | 0.0 | |
| 20. Current litigation holds/disposal freezes | 0 | | 2.0 | |
| **AHRO WEB TRAFFIC*** | | | | |
| 21. Site visits/Sessions | 835 | | 7710.0 | |
| 22. Page views | 1858 | | 21258.0 | |
| 23. Visitors / Entrances /Users | 922 | | 6261.0 | |

---

*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.