

FY 2025-- Metrics for NOVEMBER 2024 SLAC ARCHIVES,HISTORY & RECORDS OFFICE	CURRENT MONTH		FY CUMULATIVE	
	TOTAL	%	TOTAL	%
<b>EFFORT DISTRIBUTION</b>				
1. Find & Appraise hours	1.0	1.2	9.0	3.5
2. Archival Processing hours	1.0	1.2	50.0	19.6
3. Archival Reference hours (consulting & retrieval service)	25.0	30.5	52.7	20.7
4. Provide Intellectual Capital hours	0.0	0.0	2.5	1.0
5. Records Management hours	10.0	12.2	24.0	9.4
6. Library hours	16.0		33.0	13.0
7. Other Hours	29.0	35.4	83.6	32.8
<i>Hours TOTAL</i>	82.0	80.5	254.8	100.0
<b>ARCHIVES PRODUCTS</b>				
8. Incoming processing				
a. from OffSite contract storage (cu.ft.)	0.0		0.0	
b. new receipts (cu.ft. received by AHRO)	0.0		23.0	
c. electronic records (GB received by AHRO)	5.0000		10.0000	
i. # of digital photos to SALLIE	480.0		577.0	
ii. # of other digital files	0.0		0.0	
9. Outgoing processing	0.0		0.0	
a. processed & sent to OffSite contract storage				
accessions	0.0		3.0	
cu.ft.	0.0		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		0.0	
cu.ft.	0.0		0.0	
d. reformatted records				
GB	0.0000		0.3000	
# of files	0.0		14.0	
10. Disposal	0.0		11.0	
11. Products received	0.0		0.0	
12. Outreach events / instances	1.0		2.0	
<b>ARCHIVES REFERENCE SERVICE</b>				
13. SLAC community	10		29.0	
14. Stanford University Community	0		0.0	
15. Other	1		4.0	
<b>RECORDS MANAGEMENT SERVICES</b>				
16. RM SN Tickets opened	1		1.0	
17. RM SN Tickets closed	1		1.0	
18. RM retirements -- FRC accessions	0		0.0	
19. RM retirements -- FRC cu.ft.	0		0.0	
20. Current litigation holds/disposal freezes	0		0.0	
<b>AHRO WEB TRAFFIC*</b>				
21. Site visits/Sessions	599		1232.0	
22. Page views	420		1396.0	
23. Visitors / Entrances / Users	455		3488.0	

**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.