

FY 2016-- Metrics for OCTOBER 2015 SLAC ARCHIVES AND HISTORY OFFICE	CURRENT MONTH		FY CUMULATIVE	
	TOTAL	%	TOTAL	%
ARCHIVES EFFORT DISTRIBUTION				
1. Find & Appraise hours	7.0	10.9	7.0	10.9
2. Processing hours	25.5	39.5	25.5	39.5
3. Reference hours (consulting & retrieval service)	8.0	12.4	8.0	12.4
4. Provide Intellectual Capital hours	7.0	10.9	7.0	10.9
5. Other hours	17.0	26.4	17.0	26.4
<i>Hours TOTAL</i>	64.5	100.0	64.5	100.0
ARCHIVES PRODUCTS				
6. Incoming processing				
a. from OffSite contract storage (cu.ft.)	0.0		0.0	
b. new receipts (cu.ft. received by AHO)	12.0		12.0	
c. electronic records (MB received by AHO)	0.0		0.0	
7. 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 AHO				
accessions	0.0		0.0	
cu.ft.	0.0		0.0	
8. Disposal	0.0		0.0	
9. Products received	0.0		0.0	
10. Outreach events / instances	0.0		0.0	
ARCHIVES REFERENCE SERVICE				
11. SLAC community			0.0	
12. Stanford University Community			0.0	
13. Other			0.0	
ARCHIVES WEB TRAFFIC*				
14. Site visits/sessions	475		475	
15. Page views	774		774	
16. Visitors / Entrances /Users	425		425	

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.