

FY 2018-- Metrics for MAY 2018 SLAC ARCHIVES,HISTORY & RECORDS OFFICE	CURRENT MONTH		FY CUMULATIVE	
	TOTAL	%	TOTAL	%
<b>EFFORT DISTRIBUTION</b>				
1. Find & Appraise hours	1.0	0.7	126.5	6.8
2. Archival Processing hours	40.0	26.3	553.0	29.7
3. Archival Reference hours (consulting & retrieval service)	24.0	15.8	168.0	9.0
4. Provide Intellectual Capital hours	16.0	10.5	112.0	6.0
5. Records Management hours	13.0	8.6	179.0	9.6
6. Other Hours	58.0	38.2	724.0	38.9
<i>Hours TOTAL</i>	152.0	100.0	1862.5	100.0
<b>ARCHIVES PRODUCTS</b>				
7. Incoming processing				
a. from OffSite contract storage (cu.ft.)	10.0		53.0	
b. new receipts (cu.ft. received by AHO)	5.5		135.5	
c. electronic records (MB received by AHO)	144851.0		2228769.2	
i. # of digital photos to SALLIE	1414.0		6388.1	
ii. # of other digital files	486.0		638973.0	
8. Outgoing processing				
a. processed & sent to OffSite contract storage				
accessions	0.0		30.0	
cu.ft.	0.0		268.0	
b. processed & sent to NARA				
accessions	0.0		0.0	
cu.ft.	0.0		0.0	
c. processed & shelved in AHRO				
accessions	3.0		15.0	
cu.ft.	30.5		67.2	
9. Disposal	2.3		6.3	
10. Products received	0.0		2.0	
11. Outreach events / instances	0.0		0.0	
<b>ARCHIVES REFERENCE SERVICE</b>				
12. SLAC community	8		55.0	
13. Stanford University Community	0		5.0	
14. Other	6		31.0	
<b>RECORDS MANAGEMENT SERVICES</b>				
15. RM SN Tickets opened	8		33.0	
16. RM SN Tickets closed	8		38.0	
17. RM retirements -- FRC accessions	0		1.0	
18. RM retirements -- FRC cu.ft.	0		68.0	
<b>AHRO WEB TRAFFIC*</b>				
19. Site visits / sessions	519		3406	
20. Page views	1860		7804	
21. Visitors / Entrances / Users	422		2782	

**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.