

FY 2018-- Metrics for AUGUST 2018 SLAC ARCHIVES,HISTORY & RECORDS OFFICE	CURRENT MONTH		FY CUMULATIVE	
	TOTAL	%	TOTAL	%
EFFORT DISTRIBUTION				
1. Find & Appraise hours	14.0	4.7	193.5	7.4
2. Archival Processing hours	52.0	17.3	644.0	24.5
3. Archival Reference hours (consulting & retrieval service)	46.0	15.3	252.0	9.6
4. Provide Intellectual Capital hours	34.0	11.3	191.0	7.3
5. Records Management hours	24.0	8.0	268.0	10.2
6. Other Hours	130.0	43.3	1077.0	41.0
<i>Hours TOTAL</i>	300.0	100.0	2625.5	100.0
ARCHIVES PRODUCTS				
7. Incoming processing				
a. from OffSite contract storage (cu.ft.)	0.0		53.0	
b. new receipts (cu.ft. received by AHRO)	0.0		152.7	
c. electronic records (MB received by AHRO)	50081.6		2332990.6	
i. # of digital photos to SALLIE	3717.0		10822.1	
ii. # of other digital files	95.0		643348.0	
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	1.0		18.0	
cu.ft.	1.0		74.4	
9. Disposal	0.3		6.6	
10. Products received	0.0		2.0	
11. Outreach events / instances	0.0		0.0	
ARCHIVES REFERENCE SERVICE				
12. SLAC community	15		80.0	
13. Stanford University Community	0		5.0	
14. Other	6		50.0	
RECORDS MANAGEMENT SERVICES				
15. RM SN Tickets opened	5		53.0	
16. RM SN Tickets closed	8		53.0	
17. RM retirements -- FRC accessions	14		16.0	
18. RM retirements -- FRC cu.ft.	34		103.0	
AHRO WEB TRAFFIC*				
19. Site visits/Sessions	375		4527	
20. Page views	997		10783	
21. Visitors / Entrances /Users	293		3651	

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.