

FY 2020-- Metrics for SEPTEMBER 2020 SLAC ARCHIVES,HISTORY & RECORDS OFFICE	CURRENT MONTH		FY CUMULATIVE	
	TOTAL	%	TOTAL	%
<b>EFFORT DISTRIBUTION</b>				
1. Find & Appraise hours	0.0	0.0	43.0	2.3
2. Archival Processing hours	4.0	3.2	282.0	15.0
3. Archival Reference hours (consulting & retrieval service)	33.0	26.1	247.0	13.2
4. Provide Intellectual Capital hours	38.0	30.1	339.3	18.1
5. Records Management hours	4.0	3.2	181.0	9.7
6. Other Hours	47.3	37.4	783.3	41.8
<i>Hours TOTAL</i>	126.3	100.0	1875.6	100.0
<b>ARCHIVES PRODUCTS</b>				
7. Incoming processing				
a. from OffSite contract storage (cu.ft.)	0.0		0.0	
b. new receipts (cu.ft. received by AHRO)	0.0		1.0	
c. electronic records (MB received by AHRO)	5508.6		52098.1	
i. # of digital photos to SALLIE	30.0		1337.0	
ii. # of other digital files	20.0		370.0	
8. Outgoing processing				
a. processed & sent to OffSite contract storage				
accessions	0.0		1.0	
cu.ft.	0.0		8.0	
b. processed & sent to NARA				
accessions	0.0		1.0	
cu.ft.	0.0		0.3	
c. processed & shelved in AHRO				
accessions	0.0		0.0	
cu.ft.	0.0		0.0	
9. Disposal	0.0		2.0	
10. Products received	0.0		1.0	
11. Outreach events / instances	0.0		1.0	
<b>ARCHIVES REFERENCE SERVICE</b>				
12. SLAC community	15		82.0	
13. Stanford University Community	0		16.0	
14. Other	2		18.0	
<b>RECORDS MANAGEMENT SERVICES</b>				
15. RM SN Tickets opened	1		18.0	
16. RM SN Tickets closed	4		22.0	
17. RM retirements -- FRC accessions	0		4.0	
18. RM retirements -- FRC cu.ft.	0		22.0	
<b>AHRO WEB TRAFFIC*</b>				
19. Site visits/Sessions	656		7889.0	
20. Page views	1018		13485.0	
21. Visitors / Entrances /Users	572		6935.0	

**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.