

HISTORY OFFICE ARCHIVES PROJECT DECEMBER 2005

Basis Plus/Archival Activity	Monthly Total	FYTD Total	CYTD Total
Data Entry (Abbreviated)	0		
Data Entry (Full)	17		
Volume in Feet	1.50		
Pages	3,600		
Updates	3		
Edit/Proofread (files)	0		
Thesaurus Terms	0		
Name Authority	0		
Scanned Documents*	1856 images		
Created Summaries for scanned documents*	114		
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Reference Activity			
Telephone Inquiries	19		
Written Requests	45		
Patron Service	5		
Database Searches	23		
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Appraisal Activity			
Volume (feet)	0		
Reduced (feet)	0		
Arranged (feet)	0.0		
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History Office Reconfiguration *			
Files moved (feet)	0		
Files described (feet)	0		
Files photocopied (feet)	0		

* Data recorded since 2/97

**Data recorded since 7/98

John and Colin continue scanning Current News. Colin began arranging the John Dailey Deputy Administrator files, 1993-2000. John continues photocopying deteriorating old news clips in the Mercury, Gemini, and Apollo impact files for preservation purposes when time permits and begins arranging the Gravity Assist collection. John and Colin began testing the new HQDMS-HIS upgrade on December 19. They also answer questions posted on the Hist-Info e-mail account until the interns return. John helped Jeff Volosin of Exploration Systems Management Division with research on old Apollo material (space suits) and earlier on design and engineering criteria for Apollo spacecraft systems (Program Development Plans).