

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	3.50		
Pages	4,223		
Updates	7		
Edit/Proofread (files)	0		
Thesaurus Terms	0		
Name Authority	0		
Scanned Documents*	8445images		
Created Summaries for scanned documents*	579		
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Reference Activity			
Telephone Inquiries	32		
Written Requests	36		
Patron Service	21		
Database Searches	30		
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Appraisal Activity			
Volume (feet)	0		
Reduced (feet)	0		
Arranged (feet)	2.5		
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History Office Reconfiguration *			
Files moved (feet)	0		
Files described (feet)	0		
Files photocopied (feet)	1		

* Data recorded since 2/97

**Data recorded since 7/98

John and Colin continued the ongoing task of scanning and adding to the electronic database our Current News collection. Colin continued working on the John Daily Deputy Administrator, 1993-2000 files. John continued his photocopying of old news clippings in our human spaceflight collections. John finished arranging and adding to the collection and database the Gravity Assist collection and relocating in our propulsion area. John also assisted with referring to sources for and compiling a list of statistics on Project Apollo flights, Saturn 5 launches, Soyuz missions, and Space Shuttle flights detailing fatalities, accidents, near accidents/malfunctions, and totals of persons carried into orbit by the above for Rebekah Reed in the Space Shuttle office at JSC.