

## CAARA Archival Statistics 2002-2003

### Appendix A: Archival Statistics for year ending 30 June 2003

*Additional notes for some of the questions are at the end of the table*

	CAARA MEMBER	National Archives of Australia	State Records NSW	Public Record Office Victoria	Northern Territory Archives Services	Archives Office of Tasmania	State Records Office of Western Australia	State Records of South Australia	Queensland State Archives	Territory Records Office (ACT)	Archives New Zealand
<b>Holdings</b>											
1a	At the start of year - Archives (metres)	262,947	50,660	81,953	4,142	16 382	14,600	47,671	34,556	5,600	77,500
1b	At the start of year - Total (items)	26,294,700	8,004,280	16,636,450		2,543,195	2,306,800	7,579,689	828,350	230,900	2 404 973 non textual
2a	Accessions during year - Archives (metres)	7,445	2,490.51	2,192	163	324	74	2,550	48	0	635 textual
2b	Accessions during year - Total (items)	744,500	393,500	444,976		14,124	11,692	402868	14,112	0	3150
3a	Disposal during the reporting period (metres)	5,816	150.0	0	0	N/A	0	N/A	393	0	n/a
3b	Disposal during the reporting period- Total (items)	581,600	23,700	0		N/A	0	N/A	N/A	0	n/a
4a	At end of year - Archives (metres)	264,576	53,081	82,227	4,306	16,706	14,674	50,221	34,924	5,600	79 068
4b	At end of year - Total (items)	26,457,600	8,386,798	16,692,223		2,557,324	2,318,492	7,982,557	842,462	230,900	2 408 123 non textual
5	Method of calculation for item count	Shelf metres x 100	Shelf metres x 158, excluded maps, plans etc	Shelf metres x 203	N/A	Baseline established 30/6/01 by shelf m. x 158. Item	Shelf metres x 158	Shelf metres x 158	Items registered in collection management	10 items per box, 5 boxes per self metre	Items refer to only to non textual archives

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						count then added to baseline			database		
<b>Arrangement and Description</b>											
<b><i>Number of accessions or consignments processed and / or documented</i></b>											
5a	At the start of the reporting period	85,495	N/A	50	3,212	15,736	6,889		16,857		not available
5b	At the end of the reporting period	85,520	N/A	52	3,352	16,136	6,987		18,417		not available
<b><i>Number of items listed</i></b>											
6a	At the start of the reporting period	3,519,640	64,015	864,726	N/A	377,792	N/A		828,350		not available
6b	At the end of the reporting period	5,277,386	73,476	4,782,467	N/A	390,095	N/A		862,139		not available
<b><i>Number of series registered / described</i></b>											
7a	At the start of the reporting period	64,162	399	12,854	2,383	15,765	2,807		Registered : 18290 Approved: 15960 Permanent series registered: 15954		not available
7b	At the end of the reporting period	64,469	608	14,396	2,516	16,037	2,941		Registered : 18809 Approved: 17134 Permanent		not available

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									series registered: 18638		
8a	At the start of the reporting period	8,792	3,079	4,246	N/A	1621 (govt) 2114 (non govt)	1,145		Approved agency: 3253		not available
8b	At the end of the reporting period	8,824	3,719	4,563	N/A	1632 (govt) 2159 (non govt)	1,178		Approved agency: 4240		not available
<b>Proportion of archival records included in finding aids accessible to researchers (%)</b>											
9a	At the start of the reporting period	98%	c. 99%	80%	90%	95%	98%	33%	81.30%		not available
9b	At the end of the reporting period	98%	c. 99%	80%	85%	95%	98%	33%	91%		not available
<b>Reference services / Use of Holdings</b>											
10a	Visits to search room during year	24,090	5333	21,815	748	10,300	5,384	3,441	8,842		16 724
10b	Items made available in search room	49,448	30,834	57,604	16,222	29,500	8972 (plus 11787 microforms)	16,313	35,483		51 096
11a	Enquires recorded (except records creators/owners)	147,790	13,000	55,319	426	2,721	9,635	N/A	21,447		30 701
11b	Number of archival records loaned to creators / owners other than in reading room or search room;	53,867	2,431	9,907	601	2,236	5,725	N/A	3,172		5 170

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<b>Web Access</b>											
12a	Web Access (Yes/No )	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes
12b	Number of 'Hits' during reporting period	59,382,836	not available	15,015,873	Not available	2,668,844	361,008	73,328	920,569		1 047 612
12c	Number of unique visits during reporting period	3,011,606	903,645	322,061	Not available	not available	35,137	7,775	30,444		132 256
<b>Information availability on web site</b>											
13a	Creators / owners (Yes/No )	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes		No
13b	Series (Yes/No )	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes		No
14a	Items made available in search room (Yes/No)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes		No
14b	Digital copies (Yes/No)	Yes	Yes	Yes	No	Yes	Yes	Yes	No		No
<b>Use of Holdings Percentage</b>											
15a	Business Users	1%	Not available	15%	2%	not available	35%	5%	6.7%		2%
15b	Research Users	99%	Not available	85%	98%	not available	65%	95%	93.3%		98%
<b>Repository buildings</b>											
16a	Total storage area - start of year (m2)	60,872	17550	9,444	1,121	2,000	1,785	6,778	6,260		10 456
16b	Total storage area - end of year (m2)	46,258	17550	9,444	1,121	2,000	1,785	6,778	6,260		10 456
17a	Shelving capacity - start of year (metres)	519,318	143600	85,391	5,755	18,651	14,600	92,000	48,158		137820
17b	Shelving capacity - end of year (metres)	519,318	143600	89,390	5,755	18,651	14,600	92,000	48,158		137,820

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<b>Staff</b>											
18a	FTE positions filled - start of year	389	57	55	14	25	18	40	42	2	96
18b	FTE positions filled - end of year	419	54	51	14	25	18.9	41.9	42	2	107
<b>Budget and Expenditure</b>											
19a	Total expenditure during year (\$A)	\$65,501,000	\$8,347,741	\$10,337,430	\$1,661,000	\$1,438,767	\$1,093,682	\$4,820,000	\$5,586,000	\$229,000	\$12 253 061
19b	Does expenditure include accommodation (Yes/No)	Yes	Yes	Yes	No	Yes		Yes	Yes	Yes	Yes
<b>Income</b>											
20a	Recurrent / Operating (Yes/No)	Yes	\$5,150,000	Yes	Yes	Yes	\$1,115,315	Yes	\$5,404,000	\$229,000	N/A
20b	Proportion of funding (%)	97%	87%	97%	100%	99%	92%	88%	95%	100%	
21a	Capital / Building and equipment (Yes/No)	No	\$345,000	Yes	No	Yes	\$14,679	No	\$127,000	No	N/A
21b	Proportion of funding (%)		6%	1%		1%	1%		2.30%		
22a	Earnings	Yes	\$244,217	Yes	No	No	\$79,635	Yes	\$155,000	No	Crown: \$11 743 604 Third party: \$592 266
22b	Proportion of funding (%)	1%	4%	2%			7%	12%	2.70%		Crown: 95% Third

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											party: 5%
23a	Sponsorships (Yes/No)	Yes	No	No	No	No	No	No	No	No	No
23b	Proportion of funding (%)	<1%									
24a	Grants (Yes/No)	Yes	\$166,333	No	No	No	No	No	No	No	No
24b	Proportion in funding (%)	<1%	3%								

## Notes

### National Archives of Australia

Q1-5: These figures do not include temporary records and hence are lower than the figures for previous years (when temporary records were included).

Q15a: This figure does not include loans to agencies. The percentage of business users, if calculating using loans statistics, is 26%.

Q17: The total shelving capacity has remained constant despite a reduction in the repository storage area because the National Archives retained shelving in buildings it no longer occupied.

### State Records NSW

Q10a: This figure only includes visitors using original items.

Q16-17: These figures include all climate controlled storage, which also houses long-term temporary records

### Northern Territory Archives Service

Q15a: Approximation only: statistics are not kept.

### State Records of South Australia

Q10a: Reading room hours reduced to 17 hours per week from end January 2003

### Queensland State Archives

Q6b: Discrepancy between this figure and total number of items in the holdings at the end of the reporting period is due to back capture of item level data.

### Territory Records Office ACT

Many of the reporting areas do not apply in the ACT until the Access provisions of the Territory Records Act 2002 commence on 1 July 2007.

### Archives New Zealand

Q6-9: Archives New Zealand is currently updating its documentation and finding aids systems and moving to a fully automated platform. As a result they will be able to provide most of these figures in future years.