

CAARA Archival Statistics 2004-2005

Appendix A: Archival Statistics for year ending 30 June 2005

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
Holdings											
1a	At the start of year - Archives (metres)	270,399	54,590	83,547	4,443	16,784	14,855	51,650	35,083.07	5,100	82,214
1b	At the start of year - Total (items)	2,703,900	8,617,478	16,960,041	N/A	2,586,588	2,347,090	8,160,700	856,574	255,000	2,412,555
2a	Accessions during year - Archives (metres)	2,380	2,676	635	86	56	0	2,216	37	Data not given	1,650
2b	Accessions during year - Total (items)	238,000	423,124	128,905	N/A	78,559	0	350,128	21,242	Data not given	26,907
3a	Disposal during the reporting period (metres)	1,265	47	0	0	0	0	N/A	0	920	N/A
3b	Disposal during the reporting period- Total (items)	126,500	7,426	0	N/A	0	0	N/A	0	46000	N/A
4a	At end of year - Archives (metres)	276,233	57,096	84,192	4,529	17,359	14,855	53,866	35,424	4,287	83,864
4b	At end of year - Total (items)	27,623,300	9,021,168	17,090,973	0	2,665,147	2,347,090	8,510,828	908,198	214,350	2,439,462
5	Method of calculation for item count	Shelf metres x 100	Base line established 30/6/01 by shelf m. x 158. Item	Shelf metres x 203 items per shelf		Base line established 30/6/01 by shelf m. x 158. Item. From 2001 actual items added into the system are added to this baseline.	Shelf metres x 158	Shelf metres x 158		Based on 10 items per box and 5 boxes a shelf	Items only apply to non-textual items

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Arrangement and Description											
<i>Number of accessions or consignments processed and / or documented</i>											
5a	At the start of the reporting period	1042	1,018	18,934	3,488	16,250	7,053	35,864	18,417	Data not available	Not known
5b	At the end of the reporting period	1,023	1,269	20,352	3,617	17,282	7,113	36,625	20,972	Data not available	4,232
<i>Number of items listed</i>											
6a	At the start of the reporting period	5,784,682	108,346	4,226,621	N/A	413,093	N/A	65,821	862,139	Data not available	2,403,429
6b	At the end of the reporting period	7,997,651	142,862	5,039,368	N/A	488,086	N/A	351,983	883,381	Data not available	3,442,325
<i>Number of series registered / described</i>											
7a	At the start of the reporting period	65,215	1,094	14,366	2,642	16,144	2,979	19,759	18,809	Data not available	Not known
7b	At the end of the reporting period	65,580	1,617	15,207	2,751	16,283	3,077	20,297	18,742	Data not available	15,183
<i>Number of context entities registered / described</i>											
8a	At the start of the reporting period	8,835	2,469	4,444	N/A	1,639 (govt) 2,215 (non-govt)	1,188	2,449	4,240	Data not available	Not known
8b	At the end of the reporting period	8,867	3,334	4,629	N/A	1,659 (govt) 2,261 (non-govt)	1,231	2,523	6,513	Data not available	4,847

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Proportion of archival records included in finding aids accessible to researchers (%)											
9a	At the start of the reporting period	98%	99%	80%	80%	95%	98%	40%	91%	Data not available	Not known
9b	At the end of the reporting period	98%	99%	80%	95%	95%	98%	N/A	91%	Data not available	c. 85%
Reference services / Use of Holdings											
10a	Visits to search room during year	22,660	5,959	19,175	760	9,240	3,657	1,996	8,255	Data not available	15,178
10b	Items made available in search room	57,892	28,232	46,796	31,820	27,100	6,874	6,414	28,285	Data not available	51,016
11a	Enquires recorded (except records creators/owners)	142,897	9,400	47,016	452	2,640	7,197	1,645	22,782	Data not available	30,551
11b	Number of archival records loaned to creators / owners other than in reading room or search room;	55,079	1,902	10,786	1,071	1,947	3,279	8,789	3,257	Data not available	6,174
Web Access											
12a	Web Access (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
12b	Number of 'Hits' during reporting period	105,751,748	18,131,817	7,494,500	N/A	3,110,359	545,112	Data unavailable	4,284,437	Data not available	N/A
12c	Number of unique visits during reporting period	5,895,999	1,376,324	439,700	N/A	141,484	119,134	Data unavailable	102,106	Data not available	N/A
Information availability on web site											
13a	Creators / owners (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Data not available	Yes

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13b	Series (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Data not available	Yes
14a	Items made available in search room (Yes/No)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Data not available	Yes
14b	Digital copies (Yes/No)	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Data not available	Yes
Use of Holdings Percentage											
15a	Business Users	1.2%	N/A	10%	2%	N/A	35%	10%	6.5%	Data not available	11%
15b	Research Users	98.8%	N/A	90%	98%	N/A	65%	90%	93.5%	Data not available	89%
Repository buildings											
16a	Total storage area - start of year (m2)	40,706	17,550	11,876	1,142	2,000	1,785	6,778	6,260	N/A	10,456
16b	Total storage area - end of year (m2)	40,396	17,550	11,876	1,142	2,000	1,785	5,053	6,260	N/A	10,456
17a	Shelving capacity - start of year (metres)	436,230	143,600	100,597	6,187	18,651	14,600	92,000	48,158	N/A	137,820
17b	Shelving capacity - end of year (metres)	439,596	143,600	100,597	6,187	18,651	14,600	75,000	48,158	N/A	137,820
Staff											
18a	FTE positions filled - start of year	421.49	54.7	52.7	17	25	20	36.7	41	6	112
18b	FTE positions filled - end of year	447.0	55.8	53.0	20	25	20	42.6	51	6	117
Budget and Expenditure											
19a	Total expenditure during year (\$A)	68,811,000	7,497,169	10,056,398	2,664,000	1,539,661	1,721,000	7,901,329	6,931,000	861,000	17,769,195

Notes

State Records NSW

Q1a-4b: This includes State archives stored outside State Records' custody

Q5a-9b: With the exception of item 9 (which includes paper-based finding aids), these figures record registrations with the electronic system only. Accessions processed under the previous system (c. 18,000) will be bought forward into the current systems as time permits

Q8a-8b: The base line figure has been corrected. The current count is a more accurate figure after changing over from the old system to Business Operating System.

Q7a-7b: Excludes c. 14,000 series described in the online version of the Concise Guide (pre-series system bridging aid)

Q10a: Includes only visitors using original record items. Excludes users of microfilm copies and visits to 40 Community Access Points in regional NSW, which make the most popular parts of the collections accessible through the Archives Resources Kit.

Q11a: Includes only telephone and mail/email enquiries.

Public Record Office Victoria

Q5a-5b: Previous year's figures did not include the total number of consignments

Q12a: January 2005 site statistics not available. Interpolated figures supplied

Q12b: Figure is the total number of visits, not unique visitors

State Records of South Australia

Q6a-6b: This quantity represents only those items listed electronically in State Records (SA) Archival Management System (Archives One). The quantity of items listed in hardcopy is not available.

Q9b: With the introduction of Archives One/ArchivesSearch archival records available to researchers has changed significantly. In order to give meaningful figures, an analysis of the proportion of our holdings needs to be conducted. Details should be available for the next reporting period.

Q16a-17b: Reduction in repository area and shelf capacity is due to consolidation of collection at Gepps Cross repository

Q18b: Please note in addition to the staff involved in our "archives" functions, the figures include staff with responsibilities for FOI, Privacy and Copyright Administration

Q19a Includes \$1.178 of capital expenditure and recurrent expenses associated with FOI, Privacy and Copyright management

NZ

Q19a: Exchange rate 0.9631