

CAARA

Council of Australasian Archives
and Records Authorities

Archival Statistics 2005-2006

Background

The Council of Australasian Archives and Records Authorities (CAARA) collects statistics about its member institutions. CAARA members complete surveys on an annual basis.

The current survey for the year ending 30 June 2006 was undertaken by the Northern Territory Archives Service and covers the 10 CAARA members.

Survey Process

The conduct of this survey was postponed for a year due to CAARA's focus on conducting the larger sector wide survey in 2006. Surveys were sent out to all CAARA members in electronic form on 1 April 2008 with a return date of 2 May 2008. The final response was received on 5 June 2008.

Only minor changes had been made to the 2005 survey. Questions were consistent with previous years to allow for comparisons.

Results

The responses for all participants are at Appendix A. To benchmark the results, a time series data analysis was completed for 1996-2006 and is shown at Appendix B.

The gaps that occur in some sections of the table are a result of members not having the information available to answer the question accurately. Some of these gaps are explained in the notes at the end of the table.

Comments on Selected Results

Holdings

There was an increase in holdings from 2005 to 2006 of 5%. All members recorded an increase in holdings during the period with the exception of the ACT Territory Records Office whose holdings were reduced. State Records SA experienced the largest increase during 2005-2006 of 19%.

Since 1996, the quantity of holdings has increased by 79%. During this period, State Records SA recorded an increase of 317%, the largest increase of holdings amongst members. The second largest increase was recorded by Public Record Office Vic at 202%.

Reference services

The number of visits to the reading rooms of most members has gradually decreased since 1996. There also continued to be a slight fall in most reading rooms from 2005 to 2006. However, State Records NSW experienced a ten fold increase of visitors to its search rooms in this year.

The number of original items made available in reading rooms has decreased by 22% since 1996. However, from 2005 to 2006 the number of original items made available remained steady with a 2% increase.

Enquiries received in all forms have increased by 109% since 1996. There was a continued decrease of 29% from 2005 to 2006. The trend for the number of enquiries peaked in 2003 but has since shown a decline.

Online access

Website statistics have only been included in the CAARA survey since 2001. Since 2001, there has been a substantial increase of 528% in the number of "unique visits" to member websites. However, from 2005 to 2006 there was a decrease of 18%, much of which is attributed to a decrease in access to the National Archives of Australia website.

Staff

The number of staff has increased by 9% since 1996. However, the number of staff decreased by 8% from 2005 to 2006.

CAARA Archival Statistics 2005-2006

Appendix A: Archival Statistics for year ending 30 June 2006

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 Service	Archives Office of Tasmania	State Records Office of Western Australia
Holdings							
1a	At the start of year - Archives (metres)	294,378	57,096	84,192	4,529	17,359	14,855
1b	At the start of year - Total (items)	29,437,800	9,021,168	13,302,336	715,582	2,665,147	2,347,090
2a	Accessions during year - Archives (metres)	2,831	571	1,825	445	90	2
2b	Accessions during year - Total (items)	283,100	90,218	288,350	70,310	102,003	28
3a	Disposal during the reporting period (metres)	1,029	0	0	0	0	0
3b	Disposal during the	102,900	0	0	0	0	0

	reporting period- Total (items)						
4a	At end of year - Archives (metres)	297,249	57,667	85,355	4,974	17449	14,857
4b	At end of year - Archives (items)	29,724,900	9,111,386	13,486,090	785,892	2,608,299	2,347,379
5	Method of calculation for item count	Shelf metres x 100	Shelf metres x 158	Shelf metres x 158	Shelf metres x 158	Shelf metres x 158	Shelf metres x 158

Arrangement and Description

Number of accessions or consignments processed and / or documented

6a	At the start of the reporting period	85,046	1,269	20,352	3,617	16,369	7,111
6b	At the end of the reporting period	86,228	1,628	20,831	3,755	26,717	7,183

Number of items listed

7a	At the start of the reporting period	8,193,152	142,862	5,039,368	N/A	488,086	N/A
7b	At the end of the reporting period	8,698,421	174,242	5,101,210	N/A	562,791	N/A

Number of series registered / described

8a	At the start of the reporting period	65,454	1,617	15,207	2,751	16,283	3,071
8b	At the end of the reporting period	65,768	9,624	15,650	2,992	16,578	3,591

Number of context entities registered / described

9a	At the start of the reporting period	8,864	3,334	4,630	N/A	3,920	1,231
9b	At the end of the reporting period	8,953	3,642	4,655	N/A	4,038	1,398

Proportion of archival records included in finding aids accessible to researches (%)

10a	At the start of the reporting period	98%	99%	80%	95%	95%	98%
10b	At the end of the reporting period	98%	99%	80%	95%	95%	98%

Reference services / Use of Holdings

11a	Visits to search room during year	22,040	57,615	18,646	1,010	7,715	3,425
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11b	Items made available in search room	51,851	28,090	49,906	43,653	18,869	7,380
12a	Number of enquires (except records creators/owners)	116,953	9,554	18,148	665	2,822	8,863
12b	Number of archival records loaned to creators / owners other than in reading room or search room	38,572	1,887	7,687	1,648	1,410	2,430

Web Access

13a	Number of 'hits' during reporting period	N/A	23,516,200	N/A	N/A	4,946,372	N/A
13b	Number of unique visits during reporting period	4,060,445	1,513,126	460,012	N/A	N/A	N/A

Information availability on web site

14a	Creators / owners (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes
14b	Series (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes
15a	Items (includes indexes) (Yes/No)	Yes	Yes	Yes	No	Yes	Yes
15b	Digital copies (Yes/No)	Yes	Yes	Yes	No	Yes	Yes

Use of Holdings Percentage

16a	Business Users	0.9%	5%	10%	4%	N/A	N/A
16b	Research Users	99.1%	95%	90%	96%	N/A	N/A

Repository buildings

17a	Total storage area - start of year (m2)	40,396	17,550	11,876	1,142	2,000	1,780
17b	Total storage area - end of year (m2)	41,525	17,550	11,876	1,185	2,000	1,780
18a	Shelving capacity - start of year (metres)	439,596	143,600	100,597	6,187	18,651	14,600

18b	Shelving capacity - end of year (metres)	446,307	143,600	100,597	7,054	18,651	14,600
Staff							
19a	FTE positions filled - start of year	447.0	55.8	53.0	20.0	25.0	10.0
19b	FTE positions filled - end of year	402.0	60.4	58.7	19.0	25.0	10.0
Budget and Expenditure							
20a	Total expenditure during year (\$A)	\$70,310,000	\$6,771,198	\$11,230,819	\$3,261,000	\$1,584,960	\$875,420
20b	Does expenditure include accommodation (Yes/No)	Yes	Yes	Yes	No	Yes	No
Income							
21a	Recurrent / Operating (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes
21b	Proportion of funding (%)	68%	86%	58.3%	100%	99%	89%
22a	Capital / Building and equipment (Yes/No)	Yes	Yes	Yes	No	No	Yes
22b	Proportion of funding (%)	19.6%	5%	36.83%	0%	0%	5%
23a	Earnings (Yes/No)	Yes	Yes	Yes	No	Yes	Yes
23b	Proportion of funding (%)	12%	5%	3.97%	0%	1%	6%
24a	Sponsorships (Yes/No)	Yes	No	No	No	No	No
24b	Proportion of funding (%)	0.4%	0%	0%	0%	0%	0%
25a	Grants (Yes/No)	Part of sponsorships	Yes	No	No	No	No
25b	Proportion in funding (%)	0%	4%	0%	0%	0%	0%

Notes

State Records NSW

Q1, 4: This includes state archives stored outside State Records custody.

Q6-9: These figures record registrations in the electronic system only. Accessions processed under the previous system will be brought forward into the current system as time permits.

Q8b: Includes 8,292 series transferred without additional descriptive work from previous system.

Q11a: Includes 5,651 readers using original items.

Public Record Office Victoria

Q4b: There were also 26,966 VERS encapsulated objects in addition to the total number of physical items recorded.

Q12a: Statistics were not kept for enquiries received in person. This figure is derived from % of users in reading room plus telephone, correspondence and email enquiries.

Q13a: Website statistics are collected using a methodology standardised across the Victorian Government. This common approach does not use 'hits' as a measure so summary statistics have not been kept.

Q13b: This figure represents total number of visits, not unique visits.

Archives Office of Tasmania

Q5: Baseline at 30 June 2001 was 158 items per linear metre. From 2001 actual items were counted as they were added into the system.

Q9a: Includes 1,659 government entities and 2,261 non-government entities.

Q9b: Includes 1,726 government entities and 2,312 non-government entities.

State Records of South Australia

Q1a: This figure varies to that provided for the previous year's statistics due to an anomaly in the statistics collection for the previous year.

Q7a-b: This quantity represents only those items listed electronically in the archives management system Archives One. The quantity listed in hard copy is not available.

Q20a: Includes \$252,000 of capital and recurrent expenses associated with whole of government FOI, Privacy and copyright management.

Queensland State Archives

Q1b, 8b, 9b, 10b, 19a: Adjusted figures from previous year due to accurate system reporting.

Archives New Zealand

Q9a-b: These statistics are drawn from the online finding aids system (Archway) only.

Q10a-b: The figures in the previous year's statistics cannot be confirmed and appear to have been an estimate only. Archives New Zealand has both an online finding aid system and paper-based finding aids which are being back captured into the online system. These are not yet available although they are still held in the reading room and may be considered accessible.

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Appendix B: Time Series Data for selected indicators

Reference Services										
<i>Visits To Search Room</i>										
	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
National	14120	16022	16149	25313	24574	24815	24392	24090	25332	22660
VIC	29799	27614	25951	23633	22315	22633	23194	21815	19461	19175
NSW	16595	15121	14488	14078	12401	4117	3966	5333	5544	5959
QLD	9158	9815	9470	9892	9697	9433	8768	8842	8842	8255
SA	3802	3551	3499	3687	N/A	4291	3811	3441	2060	1996
WA	8662	8997	9566	8260	8676	5536	5917	5384	4265	3657
TAS	10450	10340	10670	10560	10998	10900	10629	10300	9950	9240
NT	608	500	539	582	610	676	843	748	804	760
ACT								0	0	0
NZ	18137	17331	17118	18527	19463	N/A	15256	16724	16630	15178
	111331	109291	107450	114532	108734	82401	96776	96677	92888	86880

Reference Services										
<i>Items Made Available</i>										
	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005

National	62167	61706	68443	71783	68228	57827	62684	49449	55003	57892
VIC	49615	50210	49569	48962	53662	60571	57598	57604	53370	46796
NSW	107985	104516	99248	89156	22115	24335	21516	30834	25725	28232
QLD	27326	27634	27730	21762	32612	31179	30700	26940	35483	28285
SA	17674	18561	16677	19271	N/A	15468	10690	16313	5000	6414
WA	19961	17495	18021	20154	19248	9788	8901	8972	7835	6874
TAS	28745	27500	26350	27000	27000	29500	28820	29500	30400	27100
NT	5129	3818	8871	8776	3600	10321	29376	16222	50856	31820
ACT								0	0	0
NZ	54947	54883	53678	51442	53454	N/A	48893	51096	51772	51016
	373549	366323	368587	358306	279919	238989	299178	286930	315444	284429

Reference Services										
<i>Enquiries Recorded</i>										
	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
National	41621	46400	49852	70293	73846	72991	115877	147790	134866	142897
VIC	N/A	58577	59287	50536	47578	47042	54431	55319	53621	47016
NSW	7984	9099	7739	10429	10752	10803	11688	13000	9788	9400

Pre 2001 information on web statistics was not included in COFSTA questionnaire. A comparison is made with 2001 rather than 1996.