

## CAARA Archival Statistics 2003-2004

### Appendix A: Archival Statistics for year ending 30 June 2004

Additional notes for some of the questions are at the end of the table. These are marked with an asterisk (\*)

CAARA MEMBER		National Archives of Australia	State Records Authority of NSW	Public Record Office Victoria	Northern Territory Archives Services	Archives of Tasmania	State Records of Western Australia	State Records of South Australia	Queensl and State Archives	Territory Records Office (ACT)	Archives NZ
<b>HOLDINGS</b>											
1a	At the start of year - Archives (metres)	264,576	53,081	82,227	4,306	16,706	14,674	50,220	34,924.18	5,600	79,068
1b	At the start of year - Total (items)	26,457,600	8,386,978	16,692,081		2,557,324	2,318,492	7,394,760	842,462	230,900	2,408,123
2a	Accessions during year - Archives (metres)	4,448	1,461.00	1,342	137	78	181	1,430	49		3,146
2b	Accessions during year - Total (items)	444,800	230,838	272,426		29,264	28,598	225,940	14,112		4,432
3a	Disposal during the reporting period (metres)	2,557	1	22	0	0	0	N/A	6	500	n/a
3b	Disposal during the reporting period- Total (items)	255,700	158	4,466		0	0	N/A	393	25000	n/a
4a	At end of year - Archives (metres)	270,399	54,590	83,547	4443	16,784	14,855	51,650	35,083	5,100	82,214
4b	At end of year - Total (items)	27,039,900	8,617,478	16,960,041		2,586,588	2,347,090	8,160,700	856,574	205,900	2,412,555
5	Method of calculation for item count	Shelf m x 100	Base line established 30/6/01 by shelf m. x 158. Item (excludes spereately numbered items such as maps, plans and other numbered documents)	Shelf metres x 203 items per shelf	N/A	Base line established 30/6/01 by shelf m. x 158. Item	Base line established 30/6/01 by shelf m. x 158. Item		Number of items registered in Collection Management Database	Based on 10 items per box and 5 boxes per shelf	Items only apply to non-textual items

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<b>ARRANGEMENT AND DESCRIPTION</b>											
<i>Number of accessions or consignments processed and / or documented;</i>											
5a	At the start of the reporting period	N/A	870*	52	3,352	16,136	6,987	32,480	16,859	Data not available	N/A*
5b	At the end of the reporting period	1042*	1018*	60	3,488	16,250	7,053	35,864*	18,417	Data not available	N/A*
<i>Number of items listed;</i>											
6a	At the start of the reporting period	5,228,380	73,476*	4,782,467	N/A	390,095	N/A	31,183*	828,350	Data not available	N/A*
6b	At the end 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	N/A*
<i>Number of series registered / described;</i>											
7a	At the start of the reporting period	64,785	608*	14,396	2,516	16,037	2,941	18,942	18,290	Data not available	N/A*
7b	At the end of the reporting period	65,215	1,094*	14,366	2,642	16,144	2,979	19,759	18,809	Data not available	N/A*
<i>Number of context entities registered/described;</i>											
8a	At the start of the reporting period	8,822	608	4,563	N/A	1,632 (govt) 2,159 (non govt)	1,178	2,202	3,253	Data not available	N/A*
8b	At the end of the reporting period	8,835	1,094	4,444	N/A	1639 (govt) 2,215 (non govt)	1,188	2,449	4,240	Data not available	N/A*
<i>Proportion of archival records included in finding aids accessible to researchers (%)</i>											
9a	At the start of the reporting period	98%	c 99%	80%	85%	95%	98%	33%	81.3%		N/A*
9b	At the end of the reporting period	98%	c 99%	80%	80%	95%	98%	40%	91.0%		N/A*
<b>REFERENCE SERVICES / USE OF HOLDINGS</b>											
10a	Visits to search room during	25,332	5,544*	19,461	804	9,950	4,265	2,060	8,842		16,630

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	year							units/items*			
10b	Items made available in search room	55,003	25,725	53,370	50,856	30,400	7835 (10405 microfilms used)	5,000 units/items*	35,483		51,772
11a	Enquires recorded (except records creators/owners)	134,866	9,788*	53,621	441	2,790	7,435	4,800*	21,447		32117**
11b	Number of archival records loaned to creators / owners other than in reading/search room	57,925	2,139	9,371	865	3,015	4,370	4,405*	3,172		5,590
<b>Web Access</b>											
12a	Web Access (Yes/No )	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Data not available	Yes
12b	Number of 'Hits' during reporting period	92,678,966*	14,300,105	7,168,286	Not available	2,157,280	463,679	N/A - Data not avai	2,006,828	Data not available	181,840
12c	Number of unique visits during reporting period	4,725,177	1,039,248*	364,332*	Not available	N/A	53,504	N/A - Data not avai	75,089	Data not available	92,906
<b>Information availability on web site</b>											
13a	Creators / owners (Yes/No )	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Data not available	No*
13b	Series (Yes/No )	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Data not available	No*
14a	Items (Yes/No)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Data not available	No*
14b	Digital copies (Yes/No)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Data not available	Yes
<b>Use of Holdings Percentage</b>											
15a	Business Users	1.4%	N/A	15%	2% * Approximation*	N/A	35%	10%	6.7%	Data not available	2%*
15b	Research Users	98.6%	N/A	85%	98%	N/A	65%	90%	93.3%	Data not available	98%

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<b>REPOSITORY BUILDINGS</b>											
16a	Total storage area - start of year (m2)	40,706	17,550	9,444	1,121	2,000	1,785	6,778	6,260	Data not available	10,456
16b	Total storage area - end of year (m2)	40,706	17,550	11,876	1,142	2,000	1,785	6,778	6,260	Data not available	10,456
17a	Shelving capacity - start of year (metres)	436,230	143,600	89,390	5,755	18,651	14,600	92,000	48,158	Data not available	137,820
17b	Shelving capacity - end of year (metres)	436,230	143,600	100,597	6,187	18,651	14,600	92,000	48,158	Data not available	137,820*
<b>STAFF</b>											
18a	FTE positions filled - start of year	419.47	54	51	14	25	19	38	41	5	107
18b	FTE positions filled - end of year	421.49	54.7	52.7	17	25	20	36.7	41	5	112
<b>BUDGET AND EXPENDITURE</b>											
<b>Expenditure</b>											
19a	Total expenditure during year (\$A)	68,125,000	6,797,824	10,595,241	1,582,000	1,369,144	1,249,616	9,169,395*	7,115,000	242,292	15,084,316
19b	Does expenditure include accommodation (Yes/No)	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes
<b>Income</b>											
20a	Recurrent / Operating (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
20b	Proportion of funding (%)	98%	89%	94%	100%	99%	91%	65%	91%	100%	0%
21a	Capital / Building and equipment (Yes/No)	No	Yes	Yes	No	No	Yes	Yes	Yes	No	No
21b	Proportion of funding (%)	0%	6%	2%	0%	0%	3%	31%	7%	0%	0%
22a	Earnings	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes

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22b	Proportion of funding (%)	1%	4%	5%	0%	1%	6%	4%	2%	0%	97% Crown 3% Third Party*
23a	Sponsorships (Yes/No)	Yes	No	No	No	No	No	No	No	No	No
23b	Proportion of funding (%)	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
24a	Grants (Yes/No)	No	Yes	No	No	No	No	No	No	No	No
24b	Proportion in funding (%)	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%

#### Notes

##### National Archives of Australia

Q5b: New transfers for 2003/2004

Q12b: Please note that one page on the websites may be made up of several graphic files, each downloaded file counts as a 'hit' as such this figure is an estimate.

##### State Records NSW

Q5a-8b: The figures for questions 5-8 cover registrations/consignments in State Records current (electronic) system only. Accessions processed under the previous system (c. 18,000) will be brought forward into the current system as resources permit.

Q6a-6b: This quantity represents only items listed electronically in State Records NSW Archives Investigator and discoverable online.

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

12c: Server changed the way hits calculated from previous year

##### Northern Territory Archives Service

Q15a: This is an approximation as statistics are not kept

##### State Records of South Australia

Q5b: Substantial increase reflects the clean up of data after migration from DOS-Based system (Advances Revelation) to new Archival management System (Archives One).

Q6a: This quantity represents only items listed electronically in State Records (SA) Archival Management System (AMS). The quantity of items listed in hardcopy is not available.

Q6b: This substantial increase reflects the new practice of using electronic lists and uploading these into AMS.

Q10a: Reading Room closed to the public from end of January 2004 to end of April 2004 due to facilities redevelopment.

Q10b: Units/items may be a box, a file, a volume. The figure provided is approximate only as the implementation of State Records' AMS occurred during the reporting period and therefore manual ordering was occurring in tandem with online ordering. The number of manual requests for part of the reporting period were not recorded.

Q11a: This includes phone, face-to-face and email interactions.

Q11b: The figure includes quantities of records returned to agencies for processing.

Q12b-12c: Statistics not available for reporting period due to change in Service Provider.

Q16a-17b: Includes both Cepps Cross and Netley sites.

Q19a: Includes \$2.97M capital expenditure.

**Queensland State Archives**

Q6b: Discrepancy with total number of items 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**

Q5a-8b: Archives New Zealand is currently updating its documentation and finding aids systems and moving to a fully automated platform. As a result we will be able to provide most of these figures in future years.

Q11a: Number of reading room visits, telephone, email, written, and film enquiries

Q13a-14a: This information is not available for 2003/2004 but the intention is that it will begin to be available in 2004/05 or shortly thereafter, with Creator and Series information substantially complete by 2006 and a large proportion of Item information also available by that time.

Q15a: This represents the number of contacts registered for the Department's Government Loans Service. Contacts are usually records managers and officers requesting records on behalf of others in their agency. There is no way of knowing at present the actual number of government employees using archival records but it would be significantly higher than the number of contacts.

Q17b: Including temporary shelving.

Q22a: Archives New Zealand is funded through two sources: Revenue Crown (i.e. money supplied directly from the Government for Archival Services); and Third Party Revenue (i.e. payments from members of the public for value added services primarily research services and reprographics). Further details on funding and expenditure for this period can be found in the Archives Annual Report, which can be found on the website.