

1998 Australian Archival Statistics

Introduction

The Australian Council of Archives conducts an annual survey of all members, as well as some other institutions that have archives management programs, a ongoing endeavour to maintain and make available a database of information about archives in Australia.

The statistical database is a valuable source of comparative information for individual Archives to make use of, and it provides data to support applications for and other resource-allocating bodies. If you have ever wanted to know, for example, how institutions with similar-sized holdings fare in terms of staffing levels statistical database will be a vital tool. The statistics for 1988 cover 46 archival institutions representing holdings of over 1,136,809 linear metres and an ar \$247 million.

In 1996, the Council published a five year summary, *Australian Archival Statistics 1991-95*. This year, in addition to the annual statistics, summary statist 98 are being published on the Internet. Together these summaries give a good picture of our industry over an eight year period.

This years survey form was the same as last year with the exception of the "uses of archives" section. This section was introduced last year. However, it define categories that were universally applicable. Consequently the results were unreliable. This year only two categories of use, business and research nominated. Because of these changes, this section has not been included in the three year summary statistics.

The survey forms for 1998 were sent out in late February 1999. Of the 68 forms despatched, 46 were completed and returned. This represents a return i decline on last years return rate of 71%.

My thanks to all those ACA members who have taken the time to complete the forms and to provide feedback.

Ms L McGregor
Convenor, Statistics Subcommittee

Contents

- [National Archives](#)
- [State and Territory Archives](#)
- [Local Government](#)
- [Universities](#)
- [Commercial and others](#)
- [Collecting Institutions](#)

1998 NATIONAL ARCHIVES	National Archives of Australia	NZ National Archives	
	30-06-98	30-06-98	
Holdings			
1a	At start of year - Archives (metres)	238254	
1b	At start of year - Total (metres)	465579	64109.9
2a	Accessions during year - Archives (metres)	10826	
2b	Accessions during year - Total (metres)	20528	5259.1
3a	Number of accessions - Archives	3091	
3b	Number of accessions - Total	4736	
4a	Volume of disposal - Archives (metres)		
4b	Volume of disposal - Total (metres)	235365	
5a	At end of year - Archives (metres)	249308	
5b	At end of year - Total (metres)	462571	69369
Arrangement & description			
Percentage of holdings available in public finding aids			
6a	At start of year (%)	98	
6b	At end of year (%)	98	
7a	Number of accessions processed during the year	4736	
Reference services			
8a	Visits to search room during year	16149	17118
9a	Items made available in search room	68443	53678
10a	Enquiries recorded (except records)	49852	5420
11a	Items loaned to creators/owners	38118	4847
Use Of Holdings Percentage			
12a	Business Users (%)	20	9.4
12b	Research Users (%)	80	90.6
Repository buildings			
13a	Total storage area - start of year (m ₂)	71288	5000
13b	Total storage area - end of year (m ₂)	69031	5000
14a	Shelving capacity - start of year (metres)	597445	
14b	Shelving capacity - end of year (metres)	597816	81236
Personnel			
15a	FTE positions filled - start of year	336.1	71.8

15b	FTE positions filled - end of year	315	69.7
Funding (\$000)			
16a	Total budget for the year (\$000)	34,793	9,436
17a	Actual expenditure for the year (\$000)	35,373	9,436
18a	Including cost of accommodation (yes/no)	yes	yes

1998 STATE AND TERRITORY ARCHIVES		Archives Authority of NSW	PRO VIC	QLD State Archives	SA State Records	PRO WA
		30-06-98	30-06-98	30-06-98	30-06-98	30-06-98
Holdings						
1a	At start of year - Archives (metres)	43892	38567	25647	15430.85	8740
1b	At start of year - Total (metres)	236892	69192	33236	63558.5	19592
2a	Accessions during year - Archives (metres)	554	2342	714	1144.5	293
2b	Accessions during year - Total (metres)	26642	6064	899	6108.47	296
3a	Number of accessions - Archives		52	129	307	129
3b	Number of accessions - Total		52	148	1467	130
4a	Volume of disposal - Archives (metres)	234				
4b	Volume of disposal - Total (metres)	5116	836	364	1261.72	1689
5a	At end of year - Archives (metres)	44455	40909	26361	16575.35	9033
5b	At end of year - Total (metres)	258661	74420	33771	67926.29	18199
Arrangement & description						
Percentage of holdings available in public finding aids						
6a	At start of year (%)	98	90	87		96
6b	At end of year (%)	99	85	84		96
7a	Number of accessions processed during the year		46	605		129
Reference services						
8a	Visits to search room during year	14488	25951	9470	3499	9566
9a	Items made available in search room	99248	49569	27730	16677	18021
10a	Enquiries recorded (except records created/updated)	7739	59287	4400	15768	10743
11a	Items loaned to creators/owners	107727	9255	4142	24581	5878
Use Of Holdings Percentage						
12a	Business Users (%)	3	16	9	67.5	30
12b	Research Users (%)	97	84	91	32.5	70
Repository buildings						
13a	Total storage area - start of year (m ²)	19586	10000	6260	4210	2585
13b	Total storage area - end of year (m ²)	27000	10000	6260	5048.58	2585
14a	Shelving capacity - start of year (metres)	185000	84173	47999	63000	23450
14b	Shelving capacity - end of year (metres)	280000	84173	48158	75728.7	23450
Personnel						
15a	FTE positions filled - start of year	99	43	53	23.2	16.5
15b	FTE positions filled - end of year	105.13	43	46	28	16
Funding (\$000)						
16a	Total budget for the year (\$000)	8160	4553	4,746	2,442	1,257
17a	Actual expenditure for the year (\$000)	8150	4320	4,770	2,703	1,220
18a	Including cost of accommodation (yes/no)	yes	yes	yes	yes	yes

1998 STATE AND TERRITORY ARCHIVES (cont)		Archives	NT Archives
		Office of TAS	Service
		30-06-98	30-06-98
Holdings			
1a	At start of year - Archives (metres)	16143	3244.03
1b	At start of year - Total (metres)	16168	10315.83
2a	Accessions during year - Archives (metres)	317	82
2b	Accessions during year - Total (metres)	474	82
3a	Number of accessions - Archives	143	11
3b	Number of accessions - Total	146	11
4a	Volume of disposal - Archives (metres)	n/a	0
4b	Volume of disposal - Total (metres)	134	0
5a	At end of year - Archives (metres)	16460	3326
5b	At end of year - Total (metres)	16508	10398
Arrangement & description			
Percentage of holdings available in public finding aids			
6a	At start of year (%)	95	100
6b	At end of year (%)	95	97
7a	Number of accessions processed during the year	125	11
Reference services			
8a	Visits to search room during year	10670	539
9a	Items made available in search room	26350	8871
10a	Enquiries recorded (except records creators/owners)	2556	87
11a	Items loaned to creators/owners	2772	2386
Use Of Holdings Percentage			
12a	Business Users (%)	n/a	65
12b	Research Users (%)	n/a	35
Repository buildings			
13a	Total storage area - start of year (m ₂)	2000	1000
13b	Total storage area - end of year (m ₂)	2000	1000
14a	Shelving capacity - start of year (metres)	18763	10418
14b	Shelving capacity - end of year (metres)	18763	13079
Personnel			
15a	FTE positions filled - start of year	25	9
15b	FTE positions filled - end of year	25	9
Funding (\$000)			
16a	Total budget for the year (\$000)	1,400	864
17a	Actual expenditure for the year (\$000)	1,400	854
18a	Including cost of accommodation (yes/no)	no	no

1998 LOCAL GOVERNMENT		City of Sydney Archives	Brisbane City Council	Ashfield Council	City of Adelaide Archives
		30-06-98	31-12-98	31-12-98	31-12-98
Holdings					
1a	At start of year - Archives (metres)	6051	1410	324	
1b	At start of year - Total (metres)	8321	12250	324	
2a	Accessions during year - Archives (metres)	417	10	18	
2b	Accessions during year - Total (metres)	600	600	26	106
3a	Number of accessions - Archives	n/a	3	16	
3b	Number of accessions - Total	n/a	310	16	104
4a	Volume of disposal - Archives (metres)		10	0	
4b	Volume of disposal - Total (metres)	969	400	8	35
5a	At end of year - Archives (metres)	6468	1410	342	
5b	At end of year - Total (metres)	7952	12450	342	
Arrangement & description					
Percentage of holdings available in public finding aids					
6a	At start of year (%)	99	82	70	80
6b	At end of year (%)	96	82	75	83
7a	Number of accessions processed during the year	n/a	3	16	104
Reference services					
8a	Visits to search room during year	341	210	33	528
9a	Items made available in search room	3093	960	205	4226
10a	Enquiries recorded (except records creator/owner)	909	964	159	1428
11a	Items loaned to creators/owners	3190	180	112	2524
Use Of Holdings Percentage					
12a	Business Users (%)	10	20	49	60
12b	Research Users (%)	90	80	51	40
Repository buildings					
13a	Total storage area - start of year (m ²)	1402	2100	98	585
13b	Total storage area - end of year (m ²)	1402	2200	98	585
14a	Shelving capacity - start of year (metres)	8608		485	5246
14b	Shelving capacity - end of year (metres)	8608		485	5246
Personnel					
15a	FTE positions filled - start of year	3	1	0.8	4.5
15b	FTE positions filled - end of year	4	1	0.8	4.5
Funding (\$000)					
16a	Total budget for the year (\$000)	505	68	55	266
17a	Actual expenditure for the year (\$000)	505	68	51	266
18a	Including cost of accommodation (yes/no)	yes	no	no	no

1998 UNIVERSITIES		University of NSW	Edith Cowan University	La Trobe Bundoora	La Trobe Bendigo	University of Adelaide
		31-12-98	31-12-98	31-12-98	31-12-98	31-12-98
Holdings						
1a	At start of year - Archives (metres)	940	1500	310	143.7	
1b	At start of year - Total (metres)	940	1680	837	310.3	619
2a	Accessions during year - Archives (metres)		300	69	6.3	
2b	Accessions during year - Total (metres)	35	420	238	28.7	141
3a	Number of accessions - Archives			4	3	
3b	Number of accessions - Total	97	213	18	15	35
4a	Volume of disposal - Archives (metres)			30	0	
4b	Volume of disposal - Total (metres)	15	100	56	0	n/a
5a	At end of year - Archives (metres)	960	1800	349	150	
5b	At end of year - Total (metres)	960	2000	1019	339	760
Arrangement & description						
Percentage of holdings available in public finding aids						
6a	At start of year (%)	90	80	100	90	95
6b	At end of year (%)	90	90	100	90	90
7a	Number of accessions processed during the year		213	4	2	35
Reference services						
8a	Visits to search room during year	303	53	238	95	58
9a	Items made available in search room		10	260	64	n/a
10a	Enquiries recorded (except records creators/owners)	315	300	14	95	113
11a	Items loaned to creators/owners		500	2187	31	n/a
Use Of Holdings Percentage						
12a	Business Users (%)	20%	95	90	90	10
12b	Research Users (%)	80%	5	10	10	90
Repository buildings						
13a	Total storage area - start of year (m ₂)	170	152	45	79	n/a
13b	Total storage area - end of year (m ₂)	230	182	45	79	n/a
14a	Shelving capacity - start of year (metres)	1255	1500	550	380	1167
14b	Shelving capacity - end of year (metres)	1680	2000	550	440	1235
Personnel						
15a	FTE positions filled - start of year	3.8	1	4	1	0.6
15b	FTE positions filled - end of year	3.8	1	4.2	1	0.6
Funding (\$000)						
16a	Total budget for the year (\$000)		n/a	197	6	n/a
17a	Actual expenditure for the year (\$000)	270	n/a	197	6	n/a
18a	Including cost of accommodation (yes/no)	no		no	no	

1998 UNIVERSITIES (cont)		University of Melbourne	University of WA	Monash University	Charles Sturt University	University of Sydney
		31-12-98	31-12-98	31-12-98	31-12-98	31-12-98
Holdings						
1a	At start of year - Archives (metres)	11486		1631	2679	1397
1b	At start of year - Total (metres)	11486	599	1631	2706.11	1397
2a	Accessions during year - Archives (metres)	1276		91.46	226.89	116
2b	Accessions during year - Total (metres)	1276	30	91.46	226.89	116
3a	Number of accessions - Archives			55	74	44
3b	Number of accessions - Total	109	59	55	74	44
4a	Volume of disposal - Archives (metres)	50		74.67	14.03	21
4b	Volume of disposal - Total (metres)	50		305.5	41.14	21
5a	At end of year - Archives (metres)	12712		1647.79	2891.86	1492
5b	At end of year - Total (metres)	12712	629	1416.96	2891.86	1492
Arrangement & description						
Percentage of holdings available in public finding aids						
6a	At start of year (%)	99	75	100	88	98
6b	At end of year (%)	99	90	100	85	98
7a	Number of accessions processed during the year	200	50	55	46	39
Reference services						
8a	Visits to search room during year	2224	97	132	1450	411
9a	Items made available in search room		382	518	1364	1287
10a	Enquiries recorded (except records creators/owners)		322	302	n/a	406
11a	Items loaned to creators/owners	83	83	181	508	0
Use Of Holdings Percentage						
12a	Business Users (%)	14	52	89	0	9
12b	Research Users (%)	86	48	11	100	91
Repository buildings						
13a	Total storage area - start of year (m ₂)	928	131	286	930	236
13b	Total storage area - end of year (m ₂)	2000	131	286	930	236
14a	Shelving capacity - start of year (metres)	5175	670	2208	5026	1632
14b	Shelving capacity - end of year (metres)	7617	670	2487	5026	1632
Personnel						
15a	FTE positions filled - start of year	7.4	2	2.4	3.25	2.1
15b	FTE positions filled - end of year	9.3	2	2.93	3.25	2.6
Funding (\$000)						
16a	Total budget for the year (\$000)	437	74	133.6	195.6	163.5
17a	Actual expenditure for the year (\$000)	420	84	161.3	179.475	160.2
18a	Including cost of accommodation (yes/no)	no	no	no	no	no

1998 UNIVERSITIES (cont)		Noel Butlin Archives ANU	University of Wollongong	Macquarie University
		31-12-98	31-12-98	31-12-98
Holdings				
1a	At start of year - Archives (metres)	13118	1140	598
1b	At start of year - Total (metres)	13118	1190	604
2a	Accessions during year - Archives (metres)	237.35	60	41
2b	Accessions during year - Total (metres)	237.35	60	41
3a	Number of accessions - Archives	30	6	16
3b	Number of accessions - Total	30	6	16
4a	Volume of disposal - Archives (metres)	268.42	0	
4b	Volume of disposal - Total (metres)	268.42	0	2
5a	At end of year - Archives (metres)	13086.93	1200	639
5b	At end of year - Total (metres)	13086.93	1250	643
Arrangement & description				
Percentage of holdings available in public finding aids				
6a	At start of year (%)	99	90	40
6b	At end of year (%)	99	95	48
7a	Number of accessions processed during the year	30	4	30
Reference services				
8a	Visits to search room during year	668	104	42
9a	Items made available in search room	4356	102	128
10a	Enquiries recorded (except records creator/owner)		365	42
11a	Items loaned to creators/owners	105	0	n/a
Use Of Holdings Percentage				
12a	Business Users (%)	5		88
12b	Research Users (%)	95		12
Repository buildings				
13a	Total storage area - start of year (m ₂)	3700	200	26
13b	Total storage area - end of year (m ₂)	3700	200	40
14a	Shelving capacity - start of year (metres)	10700	1300	640
14b	Shelving capacity - end of year (metres)	10700	1300	765
Personnel				
15a	FTE positions filled - start of year	2	1	1.4
15b	FTE positions filled - end of year	3.5	1	1.4
Funding (\$000)				
16a	Total budget for the year (\$000)	265	51	65
17a	Actual expenditure for the year (\$000)	234.5	51	65
18a	Including cost of accommodation (yes/no)	no	no	no

1998 COMMERCIAL AND OTHERS		RACS	CSL Ltd	Adelaide Catholic Archives	Dept of Environment and Heritage	Geelong Hist. Records Centre
		31-05-98	31-12-98	31-12-98	31-12-98	31-12-98
Holdings						
1a	At start of year - Archives (metres)	140	50.5	223	204	803
1b	At start of year - Total (metres)	194	1055	223	204	803
2a	Accessions during year - Archives (metres)	30	18	11.5		28
2b	Accessions during year - Total (metres)	50	974	12		88
3a	Number of accessions - Archives		10	185		
3b	Number of accessions - Total	35	413	194		
4a	Volume of disposal - Archives (metres)			1.5		8
4b	Volume of disposal - Total (metres)	7		2		45
5a	At end of year - Archives (metres)	170	68.5	233	204	823
5b	At end of year - Total (metres)	237	2029	233	204	846
Arrangement & description						
Percentage of holdings available in public finding aids						
6a	At start of year (%)	85		51		100
6b	At end of year (%)	80		56		100
7a	Number of accessions processed during the year	30		194		31
Reference services						
8a	Visits to search room during year	16	0	264		7642
9a	Items made available in search room	50	0	728		n/a
10a	Enquiries recorded (except records created/owned)	352	31	175	20	10015
11a	Items loaned to creators/owners	278	182	40	300	64
Use Of Holdings Percentage						
12a	Business Users (%)	56	90	10	100	8
12b	Research Users (%)	44	10	90	0	92
Repository buildings						
13a	Total storage area - start of year (m ₂)	70	123.5	40		840
13b	Total storage area - end of year (m ₂)	70	123.5	40		840
14a	Shelving capacity - start of year (metres)	350	980	242	204	1000
14b	Shelving capacity - end of year (metres)	350	980	242	204	1000
Personnel						
15a	FTE positions filled - start of year	1.4	1.5	1.4	1	2.5
15b	FTE positions filled - end of year	1.4	1	1.4	1	2.5
Funding (\$000)						
16a	Total budget for the year (\$000)	90		25.3	36	158
17a	Actual expenditure for the year (\$000)	90		25.3	36	158
18a	Including cost of accommodation (yes/no)	no		no	no	no

1998 COMMERCIAL AND OTHERS (cont)		Reserve Bank	RTA of NSW	Telstra	Wesley Central Mission - Victoria	Westpac Historical Services
		31-12-98	31-12-98	31-12-98	31-12-98	30-09-98
Holdings						
1a	At start of year - Archives (metres)	404		739.01	128	5300
1b	At start of year - Total (metres)	2348	4861	3367.28	128	5300
2a	Accessions during year - Archives (metres)	20		0	29.5	35
2b	Accessions during year - Total (metres)	250	3121	95.2	29.5	35
3a	Number of accessions - Archives	2000		0	197	306
3b	Number of accessions - Total	25000	132	13	197	306
4a	Volume of disposal - Archives (metres)			0	0	40
4b	Volume of disposal - Total (metres)	190	186	3.9	0	40
5a	At end of year - Archives (metres)	424		739.01	157.5	5295
5b	At end of year - Total (metres)	2408	7796	3458.58	157.5	5295
Arrangement & description						
Percentage of holdings available in public finding aids						
6a	At start of year (%)		95	25	100	83
6b	At end of year (%)		96	25	100	95
7a	Number of accessions processed during the year		59	0	197	306
Reference services						
8a	Visits to search room during year	23	7	1	3	121
9a	Items made available in search room	240	100	30	15	400
10a	Enquiries recorded (except records creators/owners)	125	56	1	28	483
11a	Items loaned to creators/owners	7000	4716	2	0	20
Use Of Holdings Percentage						
12a	Business Users (%)	60	40	67	10	5
12b	Research Users (%)	40	60	33	90	95
Repository buildings						
13a	Total storage area - start of year (m ₂)	270		25	8.6	1121
13b	Total storage area - end of year (m ₂)	270		25	25	779.2
14a	Shelving capacity - start of year (metres)	2500	3236	739.01	128	5612
14b	Shelving capacity - end of year (metres)	2500	3236	739.01	157.5	6620
Personnel						
15a	FTE positions filled - start of year	5	6	0.5	1	6
15b	FTE positions filled - end of year	5	5	0.5	1	6
Funding (\$000)						
16a	Total budget for the year (\$000)	300	495	30		n/a
17a	Actual expenditure for the year (\$000)	276	472	30	36.5	n/a
18a	Including cost of accommodation (yes/no)	no	yes	no	no	yes

1998 COLLECTING INSTITUTIONS		National Library of Australia	Aust War Memorial	Powerhouse Museum	State Library of Victoria	National Library of NZ
		30-06-98	31-12-98	31-12-98	30-06-98	30-06-98
Holdings						
1a	At start of year - Archives (metres)		4590	558	4853	7080
1b	At start of year - Total (metres)	10245	7290	558		7080
2a	Accessions during year - Archives (metres)		55	25		130
2b	Accessions during year - Total (metres)	247	59	25		130
3a	Number of accessions - Archives		193	26	102	334
3b	Number of accessions - Total	394	519	26		334
4a	Volume of disposal - Archives (metres)		1	0	-	
4b	Volume of disposal - Total (metres)		7	0		
5a	At end of year - Archives (metres)		4645	583	n/a	7220
5b	At end of year - Total (metres)	10492	7349	583		7220
Arrangement & description						
Percentage of holdings available in public finding aids						
6a	At start of year (%)	87	82	70	-	100
6b	At end of year (%)	86	90	70	-	100
7a	Number of accessions processed during the year	321%	193	24	-	334
Reference services						
8a	Visits to search room during year	2788	2981	48		4057
9a	Items made available in search room	8242	8657	7281	4558	13605
10a	Enquiries recorded (except records creators/owners)	2601	14483	122	3196	1594
11a	Items loaned to creators/owners	1	239	617	-	30
Use Of Holdings Percentage						
12a	Business Users (%)	3	1	80	2	5
12b	Research Users (%)	97	99	20	98	95
Repository buildings						
13a	Total storage area - start of year (m ₂)			130		
13b	Total storage area - end of year (m ₂)			130		
14a	Shelving capacity - start of year (metres)		8100	1044		7500
14b	Shelving capacity - end of year (metres)		6552	1074		12500
Personnel						
15a	FTE positions filled - start of year	10.5	26.5	1	6	7.5
15b	FTE positions filled - end of year	11.5	26.5	1.5	6	7.5
Funding (\$000)						
16a	Total budget for the year (\$000)		1,751	n/a		n/a
17a	Actual expenditure for the year (\$000)			n/a		n/a
18a	Including cost of accommodation (yes/no)	no	no	no		no

1998 COLLECTING INSTITUTIONS (cont)		State Library of SA	JS Battye Library WA	John Oxley Library	John Curtin Prime Ministerial Library	State Library of NSW
		30-06-98	31-12-98	31-12-98	31-12-98	30-06-98
Holdings						
1a	At start of year - Archives (metres)	3803	1307.92	1952.21	193	9218
1b	At start of year - Total (metres)	3803	1307.92	1952.21	193	9218
2a	Accessions during year - Archives (metres)	62	22.8	39.47	5	130
2b	Accessions during year - Total (metres)	62	22.8	39.47	5	130
3a	Number of accessions - Archives	1052	172	94	57	250
3b	Number of accessions - Total	1052	172	94	57	250
4a	Volume of disposal - Archives (metres)	0			0	
4b	Volume of disposal - Total (metres)	0			0	
5a	At end of year - Archives (metres)	3865	1330.72	1991.68	198	9348
5b	At end of year - Total (metres)	3865	1330.72	1991.68	198	9348
Arrangement & description						
Percentage of holdings available in public <i>finding aids</i>						
6a	At start of year (%)	50	50		40	90
6b	At end of year (%)	50	50		98	90
7a	Number of accessions processed during the year	1000		16	145	251
Reference services						
8a	Visits to search room during year	9900			283	
9a	Items made available in search room	13481		6977	210	
10a	Enquiries recorded (except records creators/owners)	n/a		1129	881	5256
11a	Items loaned to creators/owners	7		0	0	168
Use Of Holdings Percentage						
12a	Business Users (%)			8	0	
12b	Research Users (%)			92	100	
Repository buildings						
13a	Total storage area - start of year (m ₂)	850		335.8	360	
13b	Total storage area - end of year (m ₂)	850		335.8	360	
14a	Shelving capacity - start of year (metres)	5355		1670.8	1075	
14b	Shelving capacity - end of year (metres)	5355		1670.8	1075	
Personnel						
15a	FTE positions filled - start of year	11.8	2	2	2.5	15
15b	FTE positions filled - end of year	12	2	2	2.5	15
Funding (\$000)						
16a	Total budget for the year (\$000)	n/a		n/a	n/a	
17a	Actual expenditure for the year (\$000)	n/a		n/a	n/a	
18a	Including cost of accommodation (yes/no)	no			no	

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