

# Australian Archival Statistics 1996

Compiled by Queensland State Archives for the Statistics Subcommittee of the Australian Council of Archives Inc.

## Statistics Subcommittee

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## Annual Statistics for 1996

The survey forms were sent out in early February. Of the 62 forms despatched, 45 were completed and returned.

## Abbreviations

ns = not supplied

na = not available

## Notes

Some organisations indicated that they could provide approximate figures only. In some cases the information supplied was insufficient or not in a form which could be readily compared. Others were not able to complete all fields but supplied what data they could.

- National Archives
- State Archives
- Local Government
- Collecting Institutions
- Commercial and others
- Universities

| <b>1996 – NATIONAL ARCHIVES</b> |  |                                |                                 |
|---------------------------------|--|--------------------------------|---------------------------------|
|                                 |  | Australian Archives<br>30/6/96 | NZ National Archives<br>30/6/96 |
| Holdings                        |  |                                |                                 |
| 1a                              | At start of year – Archives (metres)       | 197,363                        | ns                              |
| 1b                              | At Start of year – Total (metres)          | 487,522                        | ns                              |
| 2a                              | Accessions during year – Archives (metres) | 12,837                         | 3,458                           |
| 2b                              | Accessions during year – Total (metres)    | 22,829                         | 3,458                           |
| 3a                              | Number of accessions – Archives            | 2,956                          | ns                              |
| 3b                              | Number of accessions – Total               | 5,120                          | ns                              |
| 4a                              | Volume of disposal – Archives (metres)     | ns                             | ns                              |
| 4b                              | Volume of disposal – Total (metres)        | 29,653                         | ns                              |
| 5a                              | At end of year – Archives (metres)         | 217,278                        | 66,624                          |
| 5b                              | At end of year – Total (metres)            | 478,478                        | 66,624                          |

| Arrangement & description                               |   |          |        |
|---|---|----------|--------|
| Percentage of holdings available in public finding-aids |   |          |        |
| 6a  | At start of year                                    | 98%      | ns     |
| 6b  | At end of year                                      | 98%      | ns     |
| 7a  | Number of accessions processed during the year      | 5,120    | ns     |
| Reference services                                      |   |          |        |
| 8a  | Visits to search room during year                   | 14,120   | 18,137 |
| 9a  | Items made available in search room                 | 62,167   | 54,947 |
| 10a   | Enquiries recorded (except records creators/owners) | 41,621   | 4,647  |
| 11a   | Items loaned to creators/owners                     | 126,051  | 4,485  |
| Repository Buildings                                    |   |          |        |
| 12a   | Total storage area – start of year                  | 74,999m2 | ns     |
| 12b   | Total storage area – end of year                    | 74,999m2 | ns     |
| 13a   | Shelving capacity – start of year (metres)          | 622,411  | ns     |
| 13b   | Shelving capacity – end of year (metres)            | 654,839  | ns     |
| Personnel   |   |          |        |
| 14a   | FTE positions filled – start of year                | 371      | 76.75  |
| 14b   | FTE positions filled – end of year                  | 376      | 73.5   |
| Funding (\$000)   |   |          |        |
| 15a   | Total budget for the year                           | 36,285   | 9,180  |
| 16a   | Actual expenditure for the year                     | 36,219   | na     |

|     |  |     |     |
|-----|--|-----|-----|
| 17a | Including cost of accommodation (yes/no) | yes | yes |
|-----|--|-----|-----|

| <b>1996 – STATE ARCHIVES</b> |   |                    |                             |                                  |                   |                           |                                   |                                      |
|------------------------------|---|--------------------|-----------------------------|----------------------------------|-------------------|---------------------------|-----------------------------------|--------------------------------------|
|                              |   | AO NSW<br>30/06/96 | PRO<br>Victoria<br>31/12/96 | Qld State<br>Archives<br>30/6/96 | PRO WA<br>30/6/96 | AO<br>Tasmania<br>30/6/96 | SA<br>State<br>Records<br>30/6/96 | NT<br>Archives<br>Service<br>30/6/96 |
| Holdings                     |   |                    |                             |                                  |                   |                           |                                   |                                      |
| 1a                           | At start of year –<br>Archives<br>(metres)          | 42,516             | 28,233                      | 24,211                           | 9,279             | na                        | ns                                | 3,228                                |
| 1b                           | At Start of year –<br>Total (metres)                | 160,516            | 61,866                      | 31,713                           | 22,444            | 15,000                    | 54,364                            | 10,217                               |
| 2a                           | Accessions<br>during year –<br>Archives<br>(metres) | 2,101              | 4,694                       | 475.8                            | 329.9             | na                        | 1,237                             | 16                                   |
| 2b                           | Accessions<br>during year –<br>Total (metres)       | 22,787             | 5,208                       | 612                              | 388.65            | 700                       | 3,758                             | 16                                   |
| 3a                           | Number of<br>accessions –<br>Archives               | na                 | 32                          | 84                               | 286               | na                        | 169                               | 6                                    |
| 3b                           | Number of<br>accessions –<br>Total                  | na                 | 32                          | 97                               | 358               | 144                       | 365                               | 6                                    |
| 4a                           | Volume of<br>disposal –<br>Archives<br>(metres)     | 73                 | na                          | 0                                | 0                 | na                        | ns                                | 0                                    |

|   |   |         |        |           |           |        |        |        |
|---|---|---------|--------|-----------|-----------|--------|--------|--------|
| 4b  | Volume of disposal – Total (metres)                 | 6,599   | 12,483 | 55        | 111.75    | na     | 965    | 0      |
| 5a  | At end of year – Archives (metres)                  | 43,500  | 32,927 | 24,686.80 | 9,609     | na     | ns     | 3,244  |
| 5b  | At end of year – Total (metres)                     | 175,660 | 67,074 | 32,325    | 22,720.90 | 15,700 | 57,157 | 10,233 |
| Arrangement & description                               |   |         |        |           |           |        |        |        |
| Percentage of holdings available in public finding-aids |   |         |        |           |           |        |        |        |
| 6a  | At start of year                                    | 80%     | 88%    | 85.28%    | 93%       | 95%    | ns     | 95%    |
| 6b  | At end of year                                      | 95%     | 89%    | 86.08%    | 93%       | 95%    | ns     | 95%    |
| 7a  | Number of accessions processed during the year      | na      | 26     | 328       | 286       | 69     | ns     | 6      |
| Reference services                                      |   |         |        |           |           |        |        |        |
| 8a  | Visits to search room during year                   | 16,595  | 29,799 | 9,158     | 8,662     | 10,450 | 3,802  | 608    |
| 9a  | Items made available in search room                 | 107,985 | 49,615 | 27,326    | 19,961    | 28,745 | 17,674 | 5,129  |
| 10a   | Enquiries recorded (except records creators/owners) | 7,984   | na     | 10,251    | 8,665     | 1,900  | 14,209 | 98     |
| 11a   | Items loaned to creators/owners                     | 91,382  | 7,991  | 4,505     | 7,003     | 1,802  | 16,452 | 2,562  |

| Repository Buildings |  |          |        |         |           |         |        |         |
|----------------------|--|----------|--------|---------|-----------|---------|--------|---------|
| 12a                  | Total storage area – start of year         | 18,586m2 | na     | 5,698m2 | 2585m2    | 2,000m2 | 3720m2 | 1,000m2 |
| 12b                  | Total storage area – end of year           | 19568m2  | na     | 5,698m2 | 2585m2    | 2,000m2 | 3720m2 | 1,000m2 |
| 13a                  | Shelving capacity – start of year (metres) | 160,000  | 73,748 | 46,007  | 23,449.75 | 16,530  | 52,785 | 10,418  |
| 13b                  | Shelving capacity – end of year (metres)   | 185,000  | 81,286 | 46,007  | 23,449.75 | 17,608  | 56515  | 10,418  |
| Personnel            |  |          |        |         |           |         |        |         |
| 14a                  | FTE positions filled – start of year       | 88.65    | 42     | 58.2    | 15.5      | 25      | 24.4   | 9       |
| 14b                  | FTE positions filled – end of year         | 94.69    | 43     | 61      | 16.5      | 25      | 23     | 9       |
| Funding (\$000)      |  |          |        |         |           |         |        |         |
| 15a                  | Total budget for the year                  | 7,239    | 2,911  | 4,390   | 1,319     | 1,167   | 2,473  | 653     |
| 16a                  | Actual expenditure for the year            | 7,014    | 2,903  | 4,310   | 1,353     | 1,141   | 2,450  | 641     |
| 17a                  | Including cost of accommodation (yes/no)   | yes      | yes    | yes     | ns        | no      | yes    | no      |

| <b>1996 – LOCAL GOVERNMENT</b>                          |  |                                 |                                   |                             |
|---|--|---------------------------------|-----------------------------------|-----------------------------|
|   |  | Sydney City Council<br>30/06/96 | Brisbane City<br>Council 31/12/96 | Ashfield Council<br>30/6/96 |
| Holdings  |  |                                 |                                   |                             |
| 1a  | At start of year – Archives (metres)           | 5,526                           | 1,296.5                           | 315                         |
| 1b  | At Start of year – Total (metres)              | 8,125                           | 12,000                            | 340                         |
| 2a  | Accessions during year – Archives (metres)     | 175                             | 53.5                              | 8                           |
| 2b  | Accessions during year – Total (metres)        | 22,787                          | 5,208                             | 612                         |
| 3a  | Number of accessions – Archives                | na                              | 80                                | 36                          |
| 3b  | Number of accessions – Total                   | 204                             | 80                                | 49                          |
| 4a  | Volume of disposal – Archives (metres)         | 0                               | 40                                | 0                           |
| 4b  | Volume of disposal – Total (metres)            | 141                             | 3,000                             | 10                          |
| 5a  | At end of year – Archives (metres)             | 5,701                           | 1,350                             | 316                         |
| 5b  | At end of year – Total (metres)                | 8,371                           | 12,000                            | 343                         |
| Arrangement & description                               |  |                                 |                                   |                             |
| Percentage of holdings available in public finding-aids |  |                                 |                                   |                             |
| 6a  | At start of year                               | 98%                             | 80%                               | 60%                         |
| 6b  | At end of year                                 | 99%                             | 85%                               | 68%                         |
| 7a  | Number of accessions processed during the year | 204                             | 338                               | 49                          |

| Reference services   |   |         |         |      |
|----------------------|---|---------|---------|------|
| 8a                   | Visits to search room during year                   | 283     | 386     | 62   |
| 9a                   | Items made available in search room                 | 5,065   | 856     | 181  |
| 10a                  | Enquiries recorded (except records creators/owners) | 817     | 705     | 123  |
| 11a                  | Items loaned to creators/owners                     | 8,179   | 80      | 65   |
| Repository Buildings |   |         |         |      |
| 12a                  | Total storage area – start of year                  | 1,400m2 | 1,925m2 | 98m2 |
| 12b                  | Total storage area – end of year                    | 1,400m2 | 2,100m2 | 98m2 |
| 13a                  | Shelving capacity – start of year (metres)          | 8,300   | 10,200  | 485  |
| 13b                  | Shelving capacity – end of year (metres)            | 8,608   | 12,000  | 485  |
| Personnel            |   |         |         |      |
| 14a                  | FTE positions filled – start of year                | 4       | 1       | 0.8  |
| 14b                  | FTE positions filled – end of year                  | 4       | 1       | 0.8  |
| Funding (\$000)      |   |         |         |      |
| 15a                  | Total budget for the year                           | 450     | 68      | 53   |
| 16a                  | Actual expenditure for the year                     | 450     | 68      | 50   |
| 17a                  | Including cost of accommodation (yes/no)            | yes     | no      | no   |

## 1996 – COLLECTING INSTITUTIONS



|                           |   | Nat Library<br>of Australia | Aust War<br>Memorial<br>31/12/96 | MAAS<br>Powerhouse<br>30/12/96 | SLNSW<br>Mitchell Lib<br>30/6/96 | State<br>Library of<br>Victoria<br>30/6/96 |
|---------------------------|---|-----------------------------|----------------------------------|--------------------------------|----------------------------------|--|
| Holdings                  |   |                             |                                  |                                |                                  |  |
| 1a                        | At start of year –<br>Archives (metres)                 | na                          | 4,550                            | 530                            | 8927                             | na   |
| 1b                        | At Start of year – Total<br>(metres)                    | 9,653                       | 7,180                            | 530                            | 8927                             | 4,400                                      |
| 2a                        | Accessions during year<br>– Archives (metres)           | na                          | 25                               | 10                             | 145                              | ns   |
| 2b                        | Accessions during year<br>– Total (metres)              | 335                         | 65                               | 10                             | 145                              | 223  |
| 3a                        | Number of accessions<br>– Archives                      | na                          | 190                              | 39                             | 153                              | ns   |
| 3b                        | Number of accessions<br>– Total                         | 358                         | 190                              | 39                             | 153                              | 207  |
| 4a                        | Volume of disposal –<br>Archives (metres)               | na                          | na                               | 0                              | 0                                | ns   |
| 4b                        | Volume of disposal –<br>Total (metres)                  | na                          | na                               | 0                              | 0                                | ns   |
| 5a                        | At end of year –<br>Archives (metres)                   | na                          | 4575                             | 540                            | 9,072                            | ns   |
| 5b                        | At end of year – Total<br>(metres)                      | 9,988                       | 7,245                            | 540                            | 9,072                            | 4,623                                      |
| Arrangement & description |   |                             |                                  |                                |                                  |  |
|                           | Percentage of holdings available in public finding-aids |                             |                                  |                                |                                  |  |

|                      |   |       |        |       |        |       |
|----------------------|---|-------|--------|-------|--------|-------|
| 6a                   | At start of year                                    | 87%   | 79%    | 70%   | 90%    | 60%   |
| 6b                   | At end of year                                      | 86%   | 81%    | 70%   | 90%    | 60%   |
| 7a                   | Number of accessions processed during the year      | 223   | 70     | 36    | 203    | 51    |
| Reference services   |   |       |        |       |        |       |
| 8a                   | Visits to search room during year                   | 3,125 | 9,380  | 61    | ns     | 3,452 |
| 9a                   | Items made available in search room                 | 8,805 | 18,540 | 7,498 | ns     | 4,915 |
| 10a                  | Enquiries recorded (except records creators/owners) | 2,381 | na     | 74    | 6,522  | 3,094 |
| 11a                  | Items loaned to creators/owners                     | na    | na     | 346   | 147    | 15    |
| Repository Buildings |   |       |        |       |        |       |
| 12a                  | Total storage area – start of year                  | ns    | ns     | 79m2  | ns     | ns    |
| 12b                  | Total storage area – end of year                    | ns    | ns     | 79m2  | ns     | ns    |
| 13a                  | Shelving capacity – start of year (metres)          | ns    | 8,100  | 537   | 10,000 | 4,500 |
| 13b                  | Shelving capacity – end of year (metres)            | ns    | 8,100  | 537   | 10,500 | 4,650 |
| Personnel            |   |       |        |       |        |       |

|                 |  |      |     |        |    |     |
|-----------------|--|------|-----|--------|----|-----|
| 14a             | FTE positions filled – start of year     | 11   | 25  | 2      | 15 | 6   |
| 14b             | FTE positions filled – end of year       | 10.5 | 25  | 1.5    | 15 | 6   |
| Funding (\$000) |  |      |     |        |    |     |
| 15a             | Total budget for the year                | 345  | 180 | na     | ns | 192 |
| 16a             | Actual expenditure for the year          | 329  | 150 | 83,603 | ns | ns  |
| 17a             | Including cost of accommodation (yes/no) | no   | no  | no     | ns | no  |

| <b>1996 – COLLECTING INSTITUTIONS (continued)</b> |  |   |                                   |                                     |                                   |  |
|---|--|---|-----------------------------------|-------------------------------------|-----------------------------------|--|
|   |  | Nat Library of<br>New Zealand<br>30/06/96 | State Library<br>of SA<br>30/6/96 | JS Battye<br>Library WA<br>31/12/96 | John Oxley<br>Library<br>31/12/96 |  |
| Holdings  |  |   |                                   |                                     |                                   |  |
| 1a  | At start of year – Archives (metres)       | ns  | 3,803                             | 1,250.1                             | 1,623.66                          |  |
| 1b  | At Start of year – Total (metres)          | 6,651                                     | 3,803                             | 1,250.51                            | 1,623.66                          |  |
| 2a  | Accessions during year – Archives (metres) | ns  | 134.5                             | 30                                  | ns                                |  |
| 2b  | Accessions during year – Total (metres)    | 190                                       | 134.5                             | 30                                  | 46.14                             |  |
| 3a  | Number of accessions – Archives            | ns  | 1,564                             | ns                                  | ns                                |  |

|                           |   |        |         |          |         |
|---------------------------|---|--------|---------|----------|---------|
| 3b                        | Number of accessions – Total                            | 302    | 1,564   | ns       | 194     |
| 4a                        | Volume of disposal – Archives (metres)                  | ns     | na      | ns       | ns      |
| 4b                        | Volume of disposal – Total (metres)                     | 0      | na      | ns       | na      |
| 5a                        | At end of year – Archives (metres)                      | ns     | 3,937.5 | 12       | 1,669.8 |
| 5b                        | At end of year – Total (metres)                         | 6,841  | 3,937.5 | 1,280.51 | 1,669.8 |
| Arrangement & description |   |        |         |          |         |
|                           | Percentage of holdings available in public finding-aids |        |         |          |         |
| 6a                        | At start of year  | 90%    | 50%     | 50%      | 15.75%  |
| 6b                        | At end of year  | 90%    | 50%     | 50%      | 16.8%   |
| 7a                        | Number of accessions processed during the year          | 302    | 1,489   | na       | 22      |
| Reference services        |   |        |         |          |         |
| 8a                        | Visits to search room during year                       | 4,359  | na      | na       | 17,724  |
| 9a                        | Items made available in search room                     | 13,611 | na      | 3,600    | 3,777   |
| 10a                       | Enquiries recorded (except records creators/owners)     | 5,868  | na      | 3,500    | na      |
| 11a                       | Items loaned to creators/owners                         | 15     | na      | 10       | 10      |

| Repository Buildings |  |       |       |    |         |
|----------------------|--|-------|-------|----|---------|
| 12a                  | Total storage area – start of year         | 850m2 | 850m2 | na | 335.8m2 |
| 12b                  | Total storage area – end of year           | 850m2 | 850m2 | na | 335.8m2 |
| 13a                  | Shelving capacity – start of year (metres) | 7,000 | 5,355 | na | 1,670.8 |
| 13b                  | Shelving capacity – end of year (metres)   | 7,000 | 5,355 | na | 1,670.8 |
| Personnel            |  |       |       |    |         |
| 14a                  | FTE positions filled – start of year       | 7.45  | 10.8  | 2  | 2       |
| 14b                  | FTE positions filled – end of year         | 7.45  | 11.8  | 2  | 2       |
| Funding (\$000)      |  |       |       |    |         |
| 15a                  | Total budget for the year                  | ns    | na    | na | na      |
| 16a                  | Actual expenditure for the year            | ns    | na    | na | na      |
| 17a                  | Including cost of accommodation (yes/no)   | ns    | no    | ns | na      |

| <b>1996 – COMMERCIAL &amp; OTHERS</b> |  |                                     |                      |                                     |                                     |                      |
|---------------------------------------|--|-------------------------------------|----------------------|-------------------------------------|-------------------------------------|----------------------|
|                                       |  | ANZ Banking Group Archives 31/12/96 | Geelong HRC 31/12/96 | Adelaide Catholic Archives 31/12/96 | Royal Aust College Surgeons 31/5/96 | CSL Limited 31/12/96 |

| Holdings  |  |       |      |       |     |      |
|---|--|-------|------|-------|-----|------|
| 1a  | At start of year – Archives (metres)       | ns    | 665  | 181   | 144 | 43   |
| 1b  | At Start of year – Total (metres)          | 1,286 | 755  | 181   | 190 | 910  |
| 2a  | Accessions during year – Archives (metres) | ns    | 23   | 20    | ns  | 6.21 |
| 2b  | Accessions during year – Total (metres)    | 30.35 | 25   | 20    | 19  | 23   |
| 3a  | Number of accessions – Archives            | ns    | 57   | 20    | ns  | 12   |
| 3b  | Number of accessions – Total               | 88    | 64   | 24    | 16  | 32   |
| 4a  | Volume of disposal – Archives (metres)     | ns    | 2    | na    | ns  | na   |
| 4b  | Volume of disposal – Total (metres)        | 30    | 4    | na    | 16  | na   |
| 5a  | At end of year – Archives (metres)         | ns    | 686  | 201   | 150 | 50   |
| 5b  | At end of year – Total (metres)            | 1,286 | 776  | 201   | 189 | 993  |
| Arrangement & description                               |  |       |      |       |     |      |
| Percentage of holdings available in public finding-aids |  |       |      |       |     |      |
| 6a  | At start of year                           | 94%   | 100% | 48%   | 80% | 0    |
| 6b  | At end of year                             | 954%  | 100% | 48.4% | 85% | na   |

|                      |   |       |        |      |      |         |
|----------------------|---|-------|--------|------|------|---------|
| 7a                   | Number of accessions processed during the year      | 88    | 38     | 224  | 40   | na      |
| Reference services   |   |       |        |      |      |         |
| 8a                   | Visits to search room during year                   | 119   | 7,716  | 256  | 10   | 5       |
| 9a                   | Items made available in search room                 | na    | na     | 660  | 50   | 5       |
| 10a                  | Enquiries recorded (except records creators/owners) | 279   | 10,275 | 204  | 263  | 7       |
| 11a                  | Items loaned to creators/owners                     | 233   | 7      | 27   | 376  | 16      |
| Repository Buildings |   |       |        |      |      |         |
| 12a                  | Total storage area – start of year                  | 340m2 | 840m2  | 40m2 | 70m2 | 117.5m2 |
| 12b                  | Total storage area – end of year                    | 340m2 | 840m2  | 40m2 | 70m2 | 117.5m2 |
| 13a                  | Shelving capacity – start of year (metres)          | 1,350 | 1,000  | 242  | 350  | 800     |
| 13b                  | Shelving capacity – end of year (metres)            | 1,388 | 1,000  | 242  | 350  | 800     |
| Personnel            |   |       |        |      |      |         |
| 14a                  | FTE positions filled – start of year                | 3     | 2.5    | 1.4  | 1.3  | 1.5     |
| 14b                  | FTE positions filled – end of year                  | 3     | 2.5    | 1.4  | 1.6  | 1.5     |

| Funding (\$000) |  |    |     |    |    |    |
|-----------------|--|----|-----|----|----|----|
| 15a             | Total budget for the year                | na | 154 | 23 | 80 | na |
| 16a             | Actual expenditure for the year          | na | 154 | 23 | 80 | na |
| 17a             | Including cost of accommodation (yes/no) | ns | yes | no | no | na |

| <b>1996 – COMMERCIAL &amp; OTHERS (continued)</b> |  |                               |                       |                                       |                                      |  |
|---|--|-------------------------------|-----------------------|---------------------------------------|--------------------------------------|--|
|   |  | John Fairfax Holdings 30/6/96 | Reserve Bank 31/12/96 | Road & Traffic Authority NSW 31/12/96 | Axiom Funds Management Corp 31/12/96 | Australian Science Archives Project 31/12/96 |
| Holdings  |  |                               |                       |                                       |                                      |  |
| 1a  | At start of year – Archives (metres)       | ns                            | 390                   | ns                                    | na                                   | na   |
| 1b  | At Start of year – Total (metres)          | ns                            | 2,253                 | 3,236                                 | na                                   | 3,067  |
| 2a  | Accessions during year – Archives (metres) | ns                            | 4                     | ns                                    | na                                   | na   |
| 2b  | Accessions during year – Total (metres)    | ns                            | 175                   | 1,126                                 | na                                   | 5,863  |
| 3a  | Number of accessions – Archives            | ns                            | 400                   | ns                                    | na                                   | na   |



|                           |   |       |        |       |    |       |
|---------------------------|---|-------|--------|-------|----|-------|
| 3b                        | Number of accessions – Total                            | ns    | 17,500 | 105   | na | 1,439 |
| 4a                        | Volume of disposal – Archives (metres)                  | ns    | na     | ns    | na | na    |
| 4b                        | Volume of disposal – Total (metres)                     | ns    | 125    | 750   | na | 1,880 |
| 5a                        | At end of year – Archives (metres)                      | 183.7 | 394    | na    | na | na    |
| 5b                        | At end of year – Total (metres)                         | ns    | 2,303  | 3,512 | na | 1,187 |
| Arrangement & description |   |       |        |       |    |       |
|                           | Percentage of holdings available in public finding-aids |       |        |       |    |       |
| 6a                        | At start of year  | ns    | ns     | 100%  | na | 100%  |
| 6b                        | At end of year  | ns    | ns     | 100%  | na | 100%  |
| 7a                        | Number of accessions processed during the year          | ns    | ns     | 189   | na | 1,439 |
| Reference services        |   |       |        |       |    |       |
| 8a                        | Visits to search room during year                       | ns    | 38     | 5     | na | na    |
| 9a                        | Items made available in search room                     | ns    | 380    | ns    | na | na    |
| 10a                       | Enquiries recorded (except records creators/owners)     | ns    | 98     | 62    | na | na    |

|                      |  |    |       |       |     |       |
|----------------------|--|----|-------|-------|-----|-------|
| 11a                  | Items loaned to creators/owners            | ns | 5,000 | 3,651 | na  | na    |
| Repository Buildings |  |    |       |       |     |       |
| 12a                  | Total storage area – start of year         | ns | 270m2 | ns    | na  | 500m2 |
| 12b                  | Total storage area – end of year           | ns | 270m2 | ns    | na  | 500m2 |
| 13a                  | Shelving capacity – start of year (metres) | ns | 2,500 | 3,236 | 100 | 3,500 |
| 13b                  | Shelving capacity – end of year (metres)   | ns | 2,500 | 3,236 | 100 | 3,500 |
| Personnel            |  |    |       |       |     |       |
| 14a                  | FTE positions filled – start of year       | 1  | 5     | 7     | 2   | 20    |
| 14b                  | FTE positions filled – end of year         | 1  | 5     | 7     | 2   | 22    |
| Funding (\$000)      |  |    |       |       |     |       |
| 15a                  | Total budget for the year                  | na | 278   | 577   | na  | na    |
| 16a                  | Actual expenditure for the year            | na | 226   | 516   | na  | 1,644 |
| 17a                  | Including cost of accommodation (yes/no)   | no | no    | yes   | yes | some  |

## 1996 – UNIVERSITIES

|          |  | Sydney University<br>31/12/96 | Chas Sturt University<br>31/12/96 | Monash University<br>31/12/96 | University of Melbourne<br>31/12/96 | La Trobe Bundoora<br>31/12/96 | La Trobe Bendigo<br>31/12/96 | James Cook University |
|----------|--|-------------------------------|-----------------------------------|-------------------------------|-------------------------------------|-------------------------------|------------------------------|-----------------------|
| Holdings |  |                               |                                   |                               |                                     |                               |                              |                       |
| 1a       | At start of year – Archives (metres)       | 1,382                         | 2,527                             | 1,458                         | 11,358                              | 40                            | 132.8                        | 251.5                 |
| 1b       | At Start of year – Total (metres)          | 1,382                         | 2,771                             | 1,458                         | 11,358                              | 800                           | 260.2                        | 251.5                 |
| 2a       | Accessions during year – Archives (metres) | 47                            | 124                               | 114                           | 53                                  | na                            | na                           | 34.65                 |
| 2b       | Accessions during year – Total (metres)    | 47                            | 124                               | 114                           | 53                                  | 146                           | na                           | 283.4                 |
| 3a       | Number of accessions – Archives            | 46                            | 50                                | 46                            | 98                                  | na                            | na                           | 68                    |
| 3b       | Number of accessions – Total               | 46                            | 50                                | 46                            | 98                                  | 63                            | 32                           | 297                   |
| 4a       | Volume of disposal – Archives (metres)     | 42                            | 0                                 | na                            | 12                                  | na                            | 0                            | 4.5                   |
| 4b       | Volume of disposal – Total (metres)        | 42                            | 140                               | na                            | 12                                  | 0                             | 0                            | 37.99                 |

|   |   |       |       |       |        |     |       |        |
|---|---|-------|-------|-------|--------|-----|-------|--------|
| 5a  | At end of year – Archives (metres)                  | 1,387 | 2,651 | 1,572 | 11,399 | na  | 139.4 | 281.65 |
| 5b  | At end of year – Total (metres)                     | 1,387 | 2,755 | 1,572 | 11,399 | 840 | 295.1 | 281.65 |
| Arrangement & description                               |   |       |       |       |        |     |       |        |
| Percentage of holdings available in public finding-aids |   |       |       |       |        |     |       |        |
| 6a  | At start of year                                    | 97%   | 61%   | 100%  | 99%    | 0%  | 90%   | 29%    |
| 6b  | At end of year                                      | 98%   | 74%   | 100%  | 99%    | 0%  | 90%   | 33%    |
| 7a  | Number of accessions processed during the year      | 46    | 140   | 46    | 143    | 86  | 15    | 51     |
| Reference services                                      |   |       |       |       |        |     |       |        |
| 8a  | Visits to search room during year                   | 428   | 1,814 | 183   | 2,465  | 10  | 35    | 8      |
| 9a  | Items made available in search room                 | 2,128 | 1,135 | 764   | na     | na  | 25    | 63     |
| 10a   | Enquiries recorded (except records creators/owners) | 141   | na    | 648   | na     | 298 | 52    | 27     |
| 11a   | Items loaned to creators/owners                     | 5     | 873   | 412   | 384    | 0   | na    | 52     |
| Repository Buildings                                    |   |       |       |       |        |     |       |        |

|                 |  |       |       |       |       |     |      |      |
|-----------------|--|-------|-------|-------|-------|-----|------|------|
| 12a             | Total storage area – start of year         | 236m2 | 930m2 | 286m2 | 928m2 | na  | 79m2 | 90m2 |
| 12b             | Total storage area – end of year           | 236m2 | 930m2 | 286m2 | 928m2 | na  | 79m2 | 98m2 |
| 13a             | Shelving capacity – start of year (metres) | 1,632 | 4,718 | 2,208 | 5,175 | 950 | 380  | 177  |
| 13b             | Shelving capacity – end of year (metres)   | 1,632 | 4,718 | 2,208 | 5,175 | 0   | 380  | 177  |
| Personnel       |  |       |       |       |       |     |      |      |
| 14a             | FTE positions filled – start of year       | 2     | 3.45  | 2.8   | 6.3   | 1.5 | 3    | 1.5  |
| 14b             | FTE positions filled – end of year         | 2     | 3.45  | 2.8   | 7.4   | 1.5 | 1    | 1    |
| Funding (\$000) |  |       |       |       |       |     |      |      |
| 15a             | Total budget for the year                  | 164   | 180   | 134   | 375   | 227 | 0    | 420  |
| 16a             | Actual expenditure for the year            | 162   | 176   | 142   | 375   | 227 | 0    | 432  |
| 17a             | Including cost of accommodation (yes/no)   | no    | no    | no    | no    | no  | no   | no   |

| <b>1996 – UNIVERSITIES (continued)</b> |  |                                    |                                    |                              |                               |                                       |                                  |                                    |
|--|--|------------------------------------|------------------------------------|------------------------------|-------------------------------|---------------------------------------|----------------------------------|------------------------------------|
|  |  | University of Adelaide<br>31/12/96 | Edith Cowan University<br>31/12/96 | University of WA<br>31/12/96 | University of NSW<br>31/12/96 | University of New England<br>31/12/96 | Macquarie University<br>31/12/96 | Noel Butlin Centre ANU<br>31/12/96 |
| Holdings                               |  |                                    |                                    |                              |                               |                                       |                                  |                                    |
| 1a                                     | At start of year – Archives (metres)       | na                                 | 1,500                              | na                           | 903                           | ns                                    | 479                              | 12,361                             |
| 1b                                     | At Start of year – Total (metres)          | 506                                | 1,600                              | 536                          | ns                            | 1,826                                 | 563                              | 12,361                             |
| 2a                                     | Accessions during year – Archives (metres) | na                                 | 200                                | na                           | 23                            | ns                                    | 47                               | 287                                |
| 2b                                     | Accessions during year – Total (metres)    | 94                                 | 200                                | 32                           | ns                            | 56                                    | 47                               | 287                                |
| 3a                                     | Number of accessions – Archives            | na                                 | 500                                | na                           | 141                           | ns                                    | 130                              | 59                                 |
| 3b                                     | Number of accessions – Total               | 83                                 | 500                                | 44                           | ns                            | 235                                   | 130                              | 59                                 |
| 4a                                     | Volume of disposal – Archives (metres)     | na                                 | 200                                | na                           | 2                             | ns                                    | na                               | 0                                  |

|   |   |     |       |     |     |       |     |        |
|---|---|-----|-------|-----|-----|-------|-----|--------|
| 4b  | Volume of disposal – Total (metres)                 | na  | 200   | 0   | ns  | 10    | 6   | 0      |
| 5a  | At end of year – Archives (metres)                  | na  | 1,500 | na  | 924 | ns    | 520 | 12,648 |
| 5b  | At end of year – Total (metres)                     | 610 | 1,600 | 568 | ns  | 1,828 | 604 | 12,648 |
| Arrangement & description                               |   |     |       |     |     |       |     |        |
| Percentage of holdings available in public finding-aids |   |     |       |     |     |       |     |        |
| 6a  | At start of year                                    | 90% | 70%   | 60% | na  | ns    | ns  | 99%    |
| 6b  | At end of year                                      | 95% | 80%   | 60% | 90% | ns    | ns  | 99%    |
| 7a  | Number of accessions processed during the year      | 83  | 50    | 44  | na  | 215   | ns  | 59     |
| Reference services                                      |   |     |       |     |     |       |     |        |
| 8a  | Visits to search room during year                   | 30  | 30    | 50  | 202 | 492   | ns  | 837    |
| 9a  | Items made available in search room                 | na  | 9     | 340 | na  | ns    | ns  | 4,753  |
| 10a   | Enquiries recorded (except records creators/owners) | 94  | 100   | 222 | 83  | 231   | ns  | 350    |
| 11a   | Items loaned to creators/owners                     | na  | 500   | 180 | 250 | 90    | ns  | 657    |

| Repository Buildings |  |       |         |       |       |       |      |         |
|----------------------|--|-------|---------|-------|-------|-------|------|---------|
| 12a                  | Total storage area – start of year         | 95m2  | 1,800m2 | 131m2 | 120m2 | 240m2 | 26m2 | 3,700m2 |
| 12b                  | Total storage area – end of year           | 146m2 | 1,800m2 | 131m2 | 120m2 | 240m2 | 26m2 | 3,700m2 |
| 13a                  | Shelving capacity – start of year (metres) | 865   | 1,500   | 562   | 1,255 | 1,796 | 630  | 10,700  |
| 13b                  | Shelving capacity – end of year (metres)   | 1,167 | 1,500   | 594   | 1,255 | 1,796 | 630  | 10,700  |
| Personnel            |  |       |         |       |       |       |      |         |
| 14a                  | FTE positions filled – start of year       | 0.6   | 1       | 1.3   | 3.8   | 3     | 1.2  | 6       |
| 14b                  | FTE positions filled – end of year         | 0.6   | 1       | 1.6   | 3.8   | 3     | 1.2  | 6       |
| Funding (\$000)      |  |       |         |       |       |       |      |         |
| 15a                  | Total budget for the year                  | na    | na      | ??    | ns    | ns    | 37   | 309     |
| 16a                  | Actual expenditure for the year            | na    | na      | ??    | 210   | ns    | 40   | 309     |
| 17a                  | Including cost of accommodation (yes/no)   | ns    | no      | no    | no    | no    | no   | no      |



## Contact Executive Officer

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