

**Documentation of statistics for  
Archives 2013**

## **1 Introduction**

The purpose of the statistics is to provide a comprehensive overview of the Danish archives sector. Old time series can partly be found in the Statistical Yearbook.

## **2 Statistical presentation**

The statistics contain data on the collections' size and the accession of records (conventional and electronic), number of visitors in the reading rooms and number of queries via letters or email. Additionally, manpower is listed by the number of full-time employees, distributed by regular employees, voluntary employees and subsidised employees.

### **2.1 Data description**

The statistics contain data on the collections' size and the accession of records (conventional and electronic), number of visitors in the reading rooms and number of queries via letters or email. Additionally, manpower is listed by the number of full-time employees, distributed by regular employees, voluntary employees and subsidised employees.

### **2.2 Classification system**

Not relevant for this statistic.

### **2.3 Sector coverage**

The archives sector.

## **2.4 Statistical concepts and definitions**

**Accessed Electronic Records:** Accessed electronic records; digital records that archive has included in its collection during the year - measured in gigabytes.

**Accessed Records:** Accessed records; conventional records that the archive has included in its collections during the year - measured in meters.

**Employees, Regular:** Employees, regular; number of full-time equivalents (FTE) calculated based on the total number of hours that the archive's permanent staff worked during the year.

**Employees, Subsidized:** Employees, subsidized; number of FTE calculated based on the total number of hours that employees in employment schemes (job training, etc.) have worked during the year.

**Employees, Volunteers:** Employees, volunteers; number of FTE calculated based on the total number of hours worked by volunteers during the year.

**Number of Physical Visitors:** The number of physical visitors to the archive's reading room during the year.

**Size of Holdings:** Total size of holdings measured in meters at the end of the year (documents, pictures, books etc.).

**Total Size of Electronic Holdings:** Total size of electronic holdings; digital holdings measured in gigabytes by the end of the year.

**Visits to Homepage:** Visits to homepage; number of visits to [www.sa.dk](http://www.sa.dk) (homepage of the State Archives).

## **2.5 Statistical unit**

Results are shown for individual state archives. Results are published for city and local archives only on the provincial level.

## **2.6 Statistical population**

The statistics cover national archives as well as city and local archives

## **2.7 Reference area**

Denmark.

## **2.8 Time coverage**

The statistics cover the period from 2007 and onwards.

## **2.9 Base period**

Not relevant for this statistic.

## **2.10 Unit of measure**

Meters shelf space (size of holdings, accessed records), gigabytes (electronic records), numbers (guests, enquiries and visitors), full time equivalents (employees).

## **2.11 Reference period**

The variable "Size of holdings" is a status number, which is computed by December 31 of the respective year. All other variables include the activity or the use that has taken place during the year in question.

## **2.12 Frequency of dissemination**

Annual.

## **2.13 Legal acts and other agreements**

Data collection is not conducted on the basis of EU Regulation or other regulation. Data originates from another public authority.

## **2.14 Cost and burden**

Response burden is zero, since all information is derived from registers. Data are collected by the National Archives.

## **2.15 Comment**

Please refer to the subject page of [Archives](#).

# **3 Statistical processing**

Data is collected from a spreadsheet with data on individual archives sent from the National Archives on behalf of the National Archives, the Organisation of Danish Archives and the Association of Local Archives. Data are reported from the National Archives via two spreadsheet files: One solely concerning the National Archives, and another being the joint report from the city and local archives. Data validation is performed by comparing values with previous years' data collection for individual archives as well as on an aggregated level. Data concerning city and local archives are coded with province code on the basis of reported municipality and finally data tables are produced for publication in Statbank Denmark.

## **3.1 Source data**

Data is collected from the National Archives, Organisation of Danish Archives and Association of Local Archives.

### **3.2 Frequency of data collection**

Annual.

### **3.3 Data collection**

Data is collected from a spreadsheet with data on individual archives sent from the National Archives on behalf of the National Archives, the Organisation of Danish Archives and the Association of Local Archives.

### **3.4 Data validation**

Data validation is performed by comparing values with previous years' data collection for individual archives as well as on an aggregated level.

### **3.5 Data compilation**

Data are reported from the National Archives via two spreadsheet files: One solely concerning the National Archives, and another being the joint report from the city and local archives. Data are validated by a comparison with previous years' reports. Data concerning city and local archives are coded with province code on the basis of reported municipality and finally data tables are produced for publication in Statbank Denmark.

### **3.6 Adjustment**

No corrections are made beyond what has already been described in the sections on data validation and compilation.

## **4 Relevance**

The statistics are assumed to meet the needs of several user groups as to a comprehensive and accessible account of the archives sector.

### **4.1 User Needs**

The statistics are available for all: Local authorities and regions, ministries, organisations, the press, politicians, private companies and individuals. The statistics can be used for determining the Danish archives' level of activity and size, including distribution by provinces of the country.

### **4.2 User Satisfaction**

No measures are taken to determine user satisfaction.

### **4.3 Data completeness rate**

Not relevant for this statistic.

## **5 Accuracy and reliability**

The statistics are compiled on data obtained from a full-scale census. There are no figures for inaccuracy.

### **5.1 Overall accuracy**

This statistics are of high reliability and accuracy because they are based on data collected by the three parties (National Archives, Organisation of Danish Archives and Association of Local Archives) for this purpose alone. State Archives subject reports from ODA and SLA to data-editing and impute any missing values on the basis of a professional assessment.

### **5.2 Sampling error**

Not relevant for this statistic.

### **5.3 Non-sampling error**

Not relevant for this statistic.

### **5.4 Quality management**

Statistics Denmark follows the recommendations on organisation and management of quality given in the Code of Practice for European Statistics (CoP) and the implementation guidelines given in the Quality Assurance Framework of the European Statistical System (QAF). A Working Group on Quality and a central quality assurance function have been established to continuously carry through control of products and processes.

### **5.5 Quality assurance**

Statistics Denmark follows the principles in the Code of Practice for European Statistics (CoP) and uses the Quality Assurance Framework of the European Statistical System (QAF) for the implementation of the principles. This involves continuous decentralized and central control of products and processes based on documentation following international standards. The central quality assurance function reports to the Working Group on Quality. Reports include suggestions for improvement that are assessed, decided and subsequently implemented.

### **5.6 Quality assessment**

The statistics are compiled on data obtained from a full-scale census. This statistics are of high reliability and accuracy because they are based on data collected by the three parties (National Archives, Organisation of Danish Archives and Association of Local Archives) for this purpose alone. There are no figures for inaccuracy.

### **5.7 Data revision - policy**

Statistics Denmark revises published figures in accordance with the [Revision Policy for Statistics Denmark](#). The common procedures and principles of the Revision Policy are for some statistics supplemented by a specific revision practice.

## **5.8 Data revision practice**

Only final statistics are published.

## **6 Timeliness and punctuality**

Given a reporting and processing period of approximately three months, the annual statistics are expected to be available in April. The statistics are expected to be published without delay.

### **6.1 Timeliness and time lag - final results**

The statistics is published annually at mid-April.

### **6.2 Punctuality**

The statistics is usually published in accordance with the scheduled date.

## **7 Comparability**

There are no data breaks in the individual tables. No comparison with similar statistics from other countries has been made.

### **7.1 Comparability - geographical**

Not relevant for this statistic.

### **7.2 Comparability over time**

The following factors can hamper data comparability over time:

- Changes in composition of the collections (Shift from conventional to electronic records)
- Changes in user conduct, as the traditional reading room is supplemented with new electronic forms of dissemination
- There may be inconsistency between the changes in collection size between the two years and growth in the form of received records for the same period. This may be due to the remediation of the archives. There may be fluctuations in e.g. number of guests for a region if an archive has not been active for a period due to relocation, restructuring or similar events.

### **7.3 Coherence - cross domain**

Parts of the statistics are comparable to the statistics that are published about the Nordic countries' archive sectors in Nordic Archive News.

### **7.4 Coherence - internal**

Not relevant for this statistic.

## **8 Accessibility and clarity**

The statistics are published in Statistical Yearbook, the publication *Nyt fra Danmarks Statistik* (News from Statistics Denmark) and in the database [StatBank Denmark](#) in tables ARKIV01, ARKIV02 and ARKIV03. Furthermore, refer to subject page on [Archives](#).

### **8.1 Release calendar**

The publication date appears in the release calendar. The date is confirmed in the weeks before.

### **8.2 Release calendar access**

The Release Calendar can be accessed on our English website: [Release Calendar](#).

### **8.3 User access**

Statistics are always published at 8:00 a.m. at the day announced in the release calendar. No one outside of Statistics Denmark can access the statistics before they are published.

### **8.4 News release**

News from Statistics Denmark and links to tables are accessible from [the subject page for Archives](#)

### **8.5 Publications**

Selected results are published in [Statistical Yearbook](#).

### **8.6 On-line database**

Detailed data are published annually in StatBank Denmark in online database tables ARKIV01, ARKIV02 and ARKIV03.

### **8.7 Micro-data access**

Final data sets are stored electronically by Statistics Denmark.

### **8.8 Other**

Not relevant for this statistic.

### **8.9 Confidentiality - policy**

The statistics adhere to [Statistics Denmark's general guidelines for data confidentiality](#) (in Danish only).

### **8.10 Confidentiality - data treatment**

Not relevant - the level of aggregation for city and local archives is sufficiently high for securing the confidentiality of individual archives' data.

### **8.11 Documentation on methodology**

Not relevant for this statistic.

### **8.12 Quality documentation**

Results from the quality evaluation of products and selected processes are available in detail for each statistics and in summary reports for the Working Group on Quality.

## **9 Contact**

The administrative placement of this statistics is in the division of Business Dynamics. The person responsible is Henrik Huusom, tel. +45 3917 3688, e-mail: [hhu@dst.dk](mailto:hhu@dst.dk)

### **9.1 Contact organisation**

Statistics Denmark

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Business Dynamics, Business Statistics

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