

**Documentation of statistics for  
Archives 2014**

## **1 Introduction**

The purpose of the statistics is to provide a comprehensive overview of the Danish archives sector. Initially, only the activities of the national archives are included. However, given access to a sufficient data base, the statistics will be augmented by data on the activities of town and local archives. Old time series dating back to 1980 can be found in the Statistical Yearbook.

## **2 Statistical presentation**

The statistics contain data on the national archives 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. The statistics are disseminated through StatBank Denmark tables (ARKIVO1 and ARKIVO3), annual News from Statistics Denmark as well as Statistical Yearbooks.

### **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 national archives, in the future the entire archive sector.

## **2.4 Statistical concepts and definitions**

Visits to the National Archives' homepage: Visits to the National Archives' homepage

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

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, 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.

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.

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

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

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

## **2.5 Statistical unit**

Selected results are shown for individual state archives.

## **2.6 Statistical population**

The statistics cover national 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 is supplied voluntarily according to agreement 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. Data validation is performed by comparing values with previous years' data collection for individual archives as well as on an aggregated level. Finally, data tables are produced for publication in Statbank Denmark.

### **3.1 Source data**

Data is collected from the National 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.

### **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 is collected from a spreadsheet with data on individual archives sent from the National Archives. Data validation is performed by comparing values with previous years' data collection for individual archives as well as on an aggregated level. 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 state archives.

### **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 national archives' level of activity and size.

### **4.2 User Satisfaction**

The statistics is developed in cooperation with the Ministry of Culture. Suggested changes are discussed in a joint Ministry of Culture/Statistics Denmark committee that oversees the culture statistics.

### **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. This statistics is assessed to be relatively reliable and accurate because the data are drawn from the National Archives' information systems for activity management. No figures for inaccuracy have been estimated.

### **5.1 Overall accuracy**

This statistics is assessed to be relatively reliable and accurate because the data are drawn from the National Archives' information systems for activity management. No figures for inaccuracy have been estimated.

### **5.2 Sampling error**

Not relevant for this statistic.

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

As data are drawn from management information systems, occurrences of measuring errors are negligible.

### **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**

No genuine overall assessment of data quality have been performed. The statistics are compiled on data obtained from a full-scale census. This statistics is assessed to be relatively reliable and accurate because the data are drawn from the National Archives' information systems for activity management. No figures for inaccuracy have been estimated.

## **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, approximately three months after the end of the reference period.

### **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**

No comparison to international sources has been made but information on the archive sectors in the other Nordic countries can be found in the periodical [Nordisk Arkivnyt](#).

### **7.2 Comparability over time**

There are no data breaks in the tables and the time series begins in 2007. However, the electronic holdings are only accounted for since 2011. There may be inconsistency between the changes in collection size between the two years and growth in the form of accessed records for the same period. This may be due to the remediation of the archives and discarding of material. From 2014, data on size of holdings, accessed records and written enquiries are not specified by individual archives but are presented in aggregate under the National Archive in Copenhagen. Also from 2014, the Provincial Archives, Danish Business Archive and Danish Data Archive have changed their name to National Archives.

### **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 [Nordisk Arkivnyt](#)..

### **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 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 and ARKIV03.

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

Presently, access to micro-data is not permitted through Statistics Denmark's micro-data access solution for researchers.

### **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**

No processing of data is performed to enhance data confidentiality as the statistics do not comprise any sensitive 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

### **9.2 Contact organisation unit**

Business Dynamics, Business Statistics

### **9.3 Contact name**

Henrik Huusom

### **9.4 Contact person function**

Responsible for the statistics

**9.5 Contact mail address**

Sejrøgade 11, 2100 Copenhagen

**9.6 Contact email address**

hhu@dst.dk

**9.7 Contact phone number**

+45 3917 3866

**9.8 Contact fax number**

+45 39 17 39 99