

**Documentation of statistics for  
Archives 2018**

## **1 Introduction**

The purpose of the statistics is to provide a comprehensive overview of the Danish archives. Initially, only the activities of the National Archives were included. However, from 2017, the statistics have been augmented by data on the activities of town and local archives. Time series concerning the National Archives dating back to 1980 can be found in the Statistical Yearbook.

## **2 Statistical presentation**

The statistics contain data on the Danish archives' conventional collections' size and the accession of records, 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 subsidized employees. For the national archives, the electronic collections' size and homepage visits are also included.

### **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 subsidized employees.

### **2.2 Classification system**

Key figures are distributed geographically by different units.

### **2.3 Sector coverage**

The archives are primarily in the public administration and management sector.

## **2.4 Statistical concepts and definitions**

Visits to the National Archives' homepage: The number of times through the year a person has visited 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 whose work is paid. The employment is not limited to a specific period and the employee is obliged to perform the given work. Permanent employees are calculated in number of man-years based on the total number of hours worked by the employees during the year.

Employees, Volunteers: Number of employees whose work is unpaid and non-binding, calculated in the number of full-time equivalents calculated on the basis of the total number of working hours during the year.

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

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: 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: Digital records that archive has included in its collection during the year - measured in gigabytes.

## **2.5 Statistical unit**

Statistics are prepared for holding, accessed records, visitors, homepage visitors, and employees. Selected results are shown for individual state archives. For town and local archives results are aggregated to the provincial level.

## **2.6 Statistical population**

The statistics cover the National Archives, member of the organizations ODA (Danish Archives Organization) and SLA (Federation of Local Archives), as well as a number of significant archives that are not members of ODA or SLA.

## **2.7 Reference area**

Denmark.

## **2.8 Time coverage**

The statistics cover the period from 2007 and onwards; for town and local archives, the time series start in 2011.

## **2.9 Base period**

Not relevant for this statistic.

## **2.10 Unit of measure**

Size of holdings and accessed records are measured in meters shelf space. Electronic records are measured in gigabytes. Guests, enquiries and visitors are measured in numbers. Employees are measured in full time equivalents.

## **2.11 Reference period**

The variable "size of holdings" is a status number, which is determined 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 and through the main archive organizations.

## **2.14 Cost and burden**

Response burden for the National Archives is zero, since all information is derived from registers. Data collection for the town and local archives is performed by ODA/SLA. No estimates of response burden have been made, but the data collection involves around 500 archives reporting around 10 values each.

## **2.15 Comment**

Further information can be found at subject page for [Archives](#) or by contacting Statistics Denmark directly.

### **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. Data from the other archives is reported by ODA and SLA through SLA in spreadsheets with data from individual archives. Double entries are deleted and missing or obviously false values are imputed from previous reports.

#### **3.1 Source data**

Data is collected from the National Archives and ODA/SLA as a joint data report collected by the National Archives and SLA.

#### **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 and ODA/SLA.

#### **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. Double entries are deleted and missing or obviously false values are imputed from previous reports.

For 2015, 13 per cent of the ODA/SLA archives' values have been imputed. Some individual archives are contacted for data verification/editing. Validated data are aggregated to provincial and national levels.

Other variables are also checked for extremes as well as large fluctuations and changes. 30 of the big archives is included in the statistics annually, if they are not included in the yearly report. This is done by contacting the archive, or imputing the reports from the year before. This is because the SLA and OLA member lists regularly change as new ones arrive and others drop out. For the smaller archives, these are imputed retroactively for two years. That means, if an archive a given year is reported, then it will continue to be included in the statistics for the next 2 years, even if they are not reported.

There may be a discrepancy between changes in the size of the collection and the growth in the form of received archives. This may be due to cleaning up the archives. Fluctuations may occur in the number of guests for a region, for example, if an archive has not been active for a period due to relocation, restructuring or the like.

Finally, data tables are produced for publication in Statbank Denmark. There can occur marginally changes in the sums of the variables due to rounding.

### **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 is developed in cooperation with the Ministry of Culture and may be used for a broad overview of Danish archives' level of activities and staffing. The statistics are assumed to meet the needs of several user groups as to a comprehensive and accessible account of Danish archives.

### **4.1 User Needs**

The statistics can be relevant for local authorities and regions, ministries, organizations, the press, politicians, private companies and individuals. The statistics can be used for determining the Danish 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**

Data for the National Archives / Government Archives are drawn directly from their operating systems for inventory of their own activities. On the other hand, the City and Local Archives are based on reports from many and very small entities, which in many cases are run by volunteers, not professionals.

### **5.1 Overall accuracy**

The statistics cover overall the size and activity of the Danish archives. Data for the National Archives / State Archives are drawn directly from their operating systems, which minimizes possible errors.

For the Organization Danish Archives (ODA) and City and Local Archives (SLA), data is collected manually from many and very small units. Accuracy and reliability for the City and Local Archives (SLA) may therefore be more fluctuating than data provided by the National Archives / State Archives.

Statistics Denmark evaluate the reported values for Organization Danish Archives (ODA) and City and Local Archives (SLA) by comparing with previous years reports of the size of the holdings and the increase of the holdings in the given year for individual archives as well as aggregated at the national level. If there is doubt about data, Statistics Denmark contacts the individual archive, otherwise in case of obvious typing error or missing values, these are replaced by values from previous year's reports.

### **5.2 Sampling error**

Not relevant for this statistic.

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

The statistics are broadly comprehensive for Danish archives. Data from the National Archives / State Archives is based on their operating system, which minimizes errors. On the other hand, data for the Organization of Danish Archives (ODA) and the City and Local Archives (SLA) is manually filed from many different archives where error entries can occur. In case of error entries or missing values, the values of the imputer from previous years. From 2014, the size of the collections, received archives and written requests in the ARKIVO1 table will no longer be calculated on single archive level.

### **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 real quality measurement has been performed, but data for the National Archives / State Archives is drawn directly from their operating systems, minimizing the risk of misplaced values. Data for the Organization Danish Archives (ODA) and City and Local Archives (SLA) is based on manual reporting from many and very small archives, whereby the quality of the reports may fluctuate. There are no data windows in the tables. For the state archives, the time series goes back to 2007, and the time series for the City and Local Archives goes back to 2011. Statistics Denmark can thus evaluate data by comparing with previous year's reports.

## 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 four and a half months, the annual statistics are expected to be available in May. The statistics are expected to be published without delay.

### 6.1 Timeliness and time lag - final results

The statistics is published annually at mid-May, approximately four and a half 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 for the National Archives and the time series begins in 2007. However, the electronic holdings are only accounted for since 2011. The time series for town and local archives begins in 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 (if deviation is negative) or result from delays in the processing of incoming material (if deviation is positive). From 2014, data on size of holdings, accessed records and written enquiries are not specified by individual national 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 names 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**

These statistics are published in the StatBank under [Archives](#). The figures feature in a yearly Danish publication on [Culture in Denmark](#). For more information, see the 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**

From 2015 and onwards, no separate Danish press release is published for *Archives*.

## 8.5 Publications

Selected results are published in [Statistical Yearbook](#) and in the annual publication [Culture publication](#)

## 8.6 On-line database

The statistics are published in the StatBank under the subject [Archives](#) in the following tables:

- [ARKIV01](#): Activity and staffing of the Danish National State Archives by archive and key figures
- [ARKIV02B](#): Activity and staffing of the city and local archives by region and key figures
- [ARKIV03](#): Activity and staffing of the National Danish Archives (State Archives) by key figures

## 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, but results from the town and local archives are only published at provincial levels leaving individual archives unidentified.

## 8.11 Documentation on methodology

There are no separate documentation on methodology for these statistics.

## 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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