**Annual UK Archive Sector Survey 2025**

**Guidance to Survey Questions**

The Annual UK Archive Sector Survey is run in partnership between The National Archives, the Welsh Government, Archives Records Council Wales, the Public Record Office of Northern Ireland, Scottish Council on Archives and National Records of Scotland.



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## CONTACT INFORMATION

1. **What is the name of your Archive service?**

Enter the official name of your archive service.

1. **If your service has an ARCON Code, what is it?**

[Find an archive](https://discovery.nationalarchives.gov.uk/find-an-archive) is a directory of archive-holding organisations, hosted by The National Archives, containing contact details and access information for researchers. ARCHON codes are generated for all archives listed in this directory. If your archive does not have an ARCHON Code, please leave this field blank. If your service has more than one ARCHON Code, please enter one code only.

1. **What is your service’s main email address?**

Enter the email address that you will use to access the published data set.

1. **What is the postcode for your archive service?**

Enter the postal code for the main location of your archive service.

1. **Which home nation is you archive service located?**

Enter the country within the UK where your archive is located (England, Northern Ireland, Scotland, Wales).

1. **Which category best describes your archive service?**

Select the category of archives that most accurately matches your archive. Other (please specify).

1. **Accreditation**

If your service is accredited or has provisional accreditation, please select ‘Yes’. If your service is not accredited, please select ‘No.’

## FINANCE

1. **Annual budget**

Please report financial data for your most recent set of accounts or a financial report (ideally your most recent financial year). These may be provisional (not yet reported or submitted) or final (audited and/or submitted).

Enter the total amount of money allocated for your archive service's expenses in the last financial year. If you do not know the exact figure, please select a band.

1. **In real terms has your annual budget changed in the last financial year?**

Adjusted for inflation select the appropriate option to indicate whether your annual budget has increased, decreased, or stayed the same compared to the previous year. If you are unable to answer, please choose the ‘Don’t know’ option.

1. **Source of revenue grant income**

Revenue (or project) grants are those that might be awarded by National Lottery Heritage Fund, The National Archives, Arts Council England, or other organisations (local and national) for time-limited and one-off projects. These could include local heritage projects, programmes of events, festivals, research and interpretation, conservation and so on. These grants may cover the cost of resources, such as project staff, volunteer costs, materials and marketing, but are not part of an archive service’s core-funding or capital only projects. Please select the source(s) of your project funding (REVENUE). If your service has not received revenue grant income, please select ‘Not applicable.’

1. **Revenue grant income**

The total amount of money received from revenue grants.

Please enter data for revenue grant income received in the last financial year (rather than a total award that might be received over several years). If you do not know the exact figure, please select a band.

1. **Capital grant income**

A capital grant is a sum of money provided by government or grant giving organisation, to your archive services for the purpose of purchasing (including archive documents), constructing, or improving long-term assets such as buildings, land, or equipment. Please enter data for capital grant income received within the last financial year (rather than a total award that might be received over several years). If you do not know the exact figure, please select a band.

1. **Earned income**

Revenue generated from book sales, events, research fees, licensing or sales from other goods and services.

## WORKFORCE & VOLUNTEERING

1. **Workforce**

Workforce includes any paid staff employed by the archive service, and paid apprentices/trainees who are engaged by and managed by the archives.

Employees include full-time, part-time, fixed term, casual/occasional, agency and ‘zero-hours contract’ employees who are paid through PAYE.

Self-employed consultants and freelancers commissioned for sessional work like education or specific projects (for example, strategic development, conservators, evaluation) do not count amongst your employees.

* A member of staff working 5 days per week (full days) is 1 FTE (Full-Time Equivalent)
* A member of staff working 3 days per week is 0.6 FTE.
* For example, if an archive has 3 members of staff, one who works 5 days per week and two who work 3 days per week, the FTE number of paid employees would be 2.2 FTE.
* If you calculate your staffing in hours then, for the purposes of this survey, 35 hours would be classed as 1 FTE, so every 7 hours would count as 0.2 FTE.
1. **Qualified archivists**

Archivists employed by the archive service who have completed a recognised archival studies programme or who hold a post graduate qualification in archives and records management.

1. **Non-qualified archivists/archive assistants/apprentices**

Staff members without formal qualifications in archives and records management employed by the archive service.

1. **Qualified conservation staff**

The staff responsible for the preservation and conservation of archive collections. These staff members should have formal qualifications in conservation.

**18. Non-qualified conservation staff**

Staff members without formal conservation qualifications.

1. **Education and outreach officers**

The staff responsible for facilitating educational programmes and community engagement initiatives to promote awareness and access to the archive’s collection.

1. **Records management**

The staff employed to oversee the creation, storage and retrieval of an organisation’s current and semi-current records.

**21. Volunteers**

Volunteers are those who receive no wages or salary, or who receive no more than basic expenses like travel costs. Volunteers might be regular (full or part-time) or occasional (employed for one-off shifts like events). Do not include unpaid internships or work experience placements.

1. **Onsite volunteer hours**

The total hours contributed by volunteers physically present at the archive. Please estimate the number of hours if you do not know the exact figure.

  **23. Online volunteer hours**

The total hours contributed by volunteers working remotely. Please estimate the number of hours if you do not know the exact figure.

## COLLECTIONS MANAGEMENT

1. **Cubic metres of analogue archive holdings**

If your archive service has this information in linear metres only, please divide this figure by 12 to reach a cubic metre result. Multiply cubic feet by 0.028 to give cubic metres. All storage on archive services' main locations should be included here. Analogue archive holdings are any records that are not stored digitally, which could include records on paper, microfilm, as well as records stored on nondigital electronic tape or reel.

1. **Environmental conditions**

The percentage of your archival holdings that are stored in environmental conditions that conform to BS4971 – the conservation and care of archive and library collections standard. To conform to BS4971, the temperature range should fall between 13° C to 23° C and the humidity range should be from 35% to 60% RH.

1. **Conservation care support**

Internal support means access to conservation staff employed by your archive service/parent body. External support means access to contracted conservation staff not employed by your archive service/parent body.

1. **Library collection access**

Availability of a library collection that supports research into the archive's holdings.

1. **Onsite storage capacity**

The remaining capacity of your current onsite storage facilities expressed in years, based on your annual intake of accessions.

1. **Offsite storage capacity**

 The remaining capacity of your current offsite storage facilities expressed

 in years, based on your annual intake of accessions.

1. **Commercial storage**

Use of third-party storage services for archival holdings. This may include archives stored on a contract basis with a commercial provider or another archive service.

1. **Collection Management System (CMS)**

A Collections Management System is software used by the archive service to record information about the archive collections under its care and make that information accessible and useful to other service users.

Indicate if you are NOT using a Collection Management System. If you use a CMS that is not listed, please enter the name of the system in the free text box ‘Other CMS.’

1. **Born-digital holdings**

Born-digital records are records that have been natively created in digital format (rather than digitised from paper records). Examples of born-digital information include: email, text-based digital documents (for example Word documents, Google documents), presentations (for example PowerPoint), spreadsheets (for example Excel), PDFs, jpeg, tiff, CAD drawings, 3D models, data sets and databases. Express the size of your digital holdings in gigabytes. Use the table below to convert into gigabytes

|  |  |
| --- | --- |
| Unit | Value |
| bit | 1 bit |
| byte | 8 bits |
| kilobyte | 1,024 bytes |
| gigabyte | 1,024 megabytes |
| terabyte | 1,024 gigabytes |
| petabyte | 1,024 terabytes |

Please insert a zero if you do not hold any born-digital records.

1. **Digital preservation tools/standards**

 Guidelines and tools used to ensure the long-term preservation of digital

 records. If you do not use any of the standards and tools listed, please

 select ‘None in use.’

1. **Digital preservation systems (DPS)**

A Digital Preservation System is software used by the archive service to manage the preservation and access to digital records.

If you do not use a DPS please indicate by selecting ‘No digital preservation system.’ If you use a DPS that is not listed, please enter the name of the system in the free text box ‘Other DPS.’ If your service has developed its own DPS, please select ‘In-house workflows connecting tools into a digital preservation architecture.’

1. **Percentage of your archive collection has a full catalogue available online**

Cataloguing is the process of documenting archive collections. In the UK, we adhere to the best practice cataloguing standard, ISAD(G), developed by the International Council on Archives (ICA). Please state the proportion of your archive’s collection that has a complete catalogue accessible via the internet.

1. **Percentage of your archive collection is fully catalogued**

Please state the proportion of your archive’s collection that has been completely catalogued, regardless of whether it is online.

1. **Percentage of your archive collection is completely unlisted**

Please state the proportion of your archive’s collection that has not been catalogued or listed in any form.

## ACCESS & ENGAGEMENT

1. **Open to the general public**

The general public refers to the broader population that includes all individuals not affiliated with the organisation served by the archives.

Please select the option that most closely matches the level of public access to your archive collections.

1. **Visitor numbers**

A visit is a single trip to your archive by an individual of any age. A ‘visit’ excludes any special events outside of normal visiting hours, such as events and functions. Please state the total number of physical visits to your archive in a year.

1. **Opening hours**

The number of hours your archive is open to the public each week, on average. To calculate your archive service’s average weekly opening hours, multiply the hours you are open per day, by the number of days per year you are open, and divide by 52. Enter a zero if this is not applicable or leave the response blank if you do not know or are unable to answer.

1. **Opening weeks per year**

 The total number of weeks your archive is open to the public each year.

1. **Onsite readers**

Leave the response blank if you do not know or are unable to answer.

Record the number of spaces available for visitors to research the archive collections onsite. This should be the maximum number of people who can be accommodated simultaneously according to the normal policy of the archive service.

1. **Numbers of enquiries**

Record the total number of enquiries your archive service received by post, email, web chat and telephone etc. in the last year.

1. **Number of analogue items produced in the last year?**

Record the total number of physical items (e.g. documents, books) produced by your archive in the last year.

1. **Number of born-digital items accessed in the last year?**

Answer this question if your service holds born-digital records. If you do not have precise details, please provide an estimate. Record the total number of digital items accessed by users in the last year. Express in either gigabytes or numbers of digital objects produced.

1. **Free public Wi-Fi provision**

Please indicate whether your archive provides free wireless internet access to the public onsite.

1. **Numbers of onsite and offsite learning and outreach events in the last year?**

On and off-site learning and outreach includes activities and events organised by the archive service. Activities include workshops, seminars, talks, lectures, formal and informal learning sessions.

Record the total number of events, both onsite and offsite at other venues organised by your archive service.

1. **Numbers of participants in** **online learning and outreach sessions (sessions for groups, organisations and events)**

Online learning and outreach sessions (sessions for groups, organisations and event organised by the archive service. Activities include workshops, seminars, talks, lectures, formal and informal learning sessions.

Record the number of people who participated in learning and outreach activities conducted by your archive online.

1. **Numbers of visitors attended exhibitions on-site and off-site in the last year?**

On-site exhibitions display archival material from your collections at your archive service or at an off-site venue, like a museum, gallery, history fair or community venue.

Record the number of visitors who attended exhibitions held by your archive, both onsite and offsite at other venues in the last year.

1. **Numbers of visitors attended exhibitions online in the last year?**

Online exhibitions that show archival material from your collections that are on a webpage or section of a website.

1. **Demographic data**

Indicate whether your archive service collects demographic information about your audiences.

1. **Social media usage**

Select all the social media channels that are currently used by your archive service to engage your audiences online.

1. **Numbers of followers/subscribers to archive’s social media accounts? (Total across Facebook, Twitter, Instagram, YouTube, etc.)**

The number of social media followers/subscribers changes over time. If you do not have a figure for your year-end, use today’s figure (by checking your social media accounts and totalling all followers and subscribers).

If you use social media channels that are also used by a range of other organisations (across your local authority for example), only provide numbers for your own accounts. Record the total number of followers or subscribers your archive has across all its social media accounts. Include followers on Twitter, subscribers to a YouTube channel, likes on the archives service’s Facebook page and followers on any other channel.

1. **Number of unique visitors to archive service’s website**

Record the total number of unique visitors who visited your archive’s website. ‘Unique visitors’ refers to the number of distinct individuals requesting pages from the website during a given period, regardless of how often they visit. If you have your own website, you may be using Google Analytics or a similar tool to monitor how many people visit your website. If you are using Google Analytics, unique visitors will be shown as 'Users'. If you have a webpage or section on a website hosted by another organisation (e.g. your parent organisation, such as a local authority) they may be able to provide you with the number of unique visitors to your website.