**Annual UK Archive Sector Survey 2025**

**Copy of survey questions for reference**

**Please note that you should only use this document to prepare your answers to the survey questions.**

**Your archive’s response to the survey must be submitted via the online survey, which can be found on our website:**[**https://www.nationalarchives.gov.uk/archives-sector/our-archives-sector-role/annual-uk-archive-sector-survey/take-part/**](https://www.nationalarchives.gov.uk/archives-sector/our-archives-sector-role/annual-uk-archive-sector-survey/take-part/)

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.



## Contact Information

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

### 2. If your service has an ARCON Code, what is it?

### (Please omit GB prefix). If you do not know your ARCHON Code, you can find it on The National Archives website at: [Find an archive | The National Archives.](https://discovery.nationalarchives.gov.uk/find-an-archive)

### If your archive does not have an ARCHON Code, please leave this field blank.

### If your service has more than one ARCHON Code, please choose one only.

### 3. What is your service’s main email address?

### 4. What is the postcode for your archive service?

### 5. Which home nation is you archive service located?

### Please select

|  |
| --- |
| England |
| Northern Ireland |
| Scotland |
| Wales |

### 6. Which category best describes your archive service?

Please select.

|  |
| --- |
| Arts Organisation |
| Business |
| Charity |
| Club/Society |
| Community |
| Estate |
| Higher Education |
| Local Authority |
| Museum/Gallery |
| DCMS Organisation (England only) |
| Northern Ireland – Department for Communities |
| Scottish Government Arts, Culture &amp; Heritage Organisation |
| Welsh Government Arts and Culture |
| Other: (Please specify) |

**7. Is your archive service either provisionally or fully accredited?**

|  |
| --- |
| Yes |
| No |

## FINANCE

**8. What was your annual budget in the last financial year?**

If you do not know the exact figure, please select a band.

|  |
| --- |
| Figures not available |
| £0 |
| Under £10,000 |
| £10,001 to £50,000 |
| £50,001 to £100,000 |
| £100,001 to £250,000 |
| £250,001 to £500,000 |
| £500,001 to £750,000 |
| £750,001 to £1 million |
| £1 million to £2 million |
| Over £2 million |
| Enter exact figure |

### 9. In real terms (adjusting for inflation) has your annual budget changed in the last financial year?

### Please select one option.

|  |
| --- |
| Increased |
| Decreased |
| Stayed the same |
| Don’t know |

### 10. If your archive received revenue grant(s)

### Please select all the source(s) of project funding (REVENUE) that apply.

|  |
| --- |
| Not applicable |
| Arts Council England |
| Government |
| Local Authority |
| Local Community Trust or Foundation |
| National Lottery Heritage Fund |
| The National Archives |

**11. How much money did your archive receive, in REVENUE grant income, in the last financial year (For example, grants for cataloguing projects, events, education, outreach)?**

|  |
| --- |
| Enter exact figure if known |
| £0 |
| Under £10,000 |
| £10,001 to £50,000 |
| £50,001 to £100,000 |
| £100,001 to £250,000 |
| £250,001 to £500,000 |
| £500,001 to £750,000 |
| £750,001 to £1 million |
| £1 million to £2 million |
| Over £2 million |

**12. How much money did your archive receive in CAPITAL grant income (for example, grants for buildings, land, equipment) in the last financial year?**

|  |
| --- |
| Enter exact figure if known |
| £0 |
| Under £10,000 |
| £10,001 to £50,000 |
| £50,001 to £100,000 |
| £100,001 to £250,000 |
| £250,001 to £500,000 |
| £500,001 to £750,000 |
| £750,001 to £1 million |
| £1 million to £2 million |
| Over £2 million |

**13. What was the value of your earned income (for example, book sales, event ticket sales digital image sales, licensing, research service) in the last financial year?**

|  |
| --- |
| £0 |
| Under £10,000 |
| £10,001 to £50,000 |
| More than £50,000 |
| £0 |
| Under £10,000 |
| £10,001 to £50,000 |
| More than £50,000 |

## Workforce & Volunteering

### 14. What is the total full-time equivalent (FTE) count of paid staff employed at your archive?

### Leave blank if you do not know the answer.

**15. What is the total number of qualified archivists (FTE) at your archive?**

### Leave blank if you do not know the answer.

**16. What is the total number of non-qualified archivists/assistants (FTE) at your archive?**

### Leave blank if you do not know the answer.

**17. What is the total number of qualified conservation staff (FTE) at your archive?**

### Leave blank if you do not know the answer.

**18. What is the total number of non-qualified conservation staff (FTE) at your archive?**

### Leave blank if you do not know the answer.

**19. What is the total number of education and learning officers (FTE) at your archive?**

### Leave blank if you do not know the answer.

### 20. What is the total number of records management staff (FTE) at your archive?

### Leave blank if you do not know the answer.

### 21. What is the total number of onsite and offsite volunteers at your archive?

### Leave blank if you do not know the answer.

### 22. What is the total onsite volunteer hours contributed to your archive?

### Leave blank if you do not know the answer. Please estimate the number of hours If you do not know the exact figure.

### 23. What is the total online volunteer hours contributed to your archive?

### Leave blank if you do not know the answer. Please estimate the number of hours If you do not know the exact figure.

### Collections Management

### 24. How many cubic metres of analogue archive holdings do you have?

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

### 25. What percentage of your archival holdings are stored in environmental conditions (temperature and relative humidity) that conform to BS4971 (a conservation and care of archive and library collections standard)?

### If you do not have precise details, please provide an estimate. Leave the response blank if you do not know or are unable to answer.

**26. What kind of conservation do you have access to?**

|  |
| --- |
| Internal |
| External |
| Internal and external |
| None |

### 27. Does your archive service have access to a library collection that supports research into your archival holdings?

|  |
| --- |
| Yes |
| No |

### 28. How many more years can your current onsite storage facility accommodate your archive storage needs?

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

### 29. How many more years can your current offsite storage facility accommodate your archive storage needs?

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

### 30. Do you use commercial storage for archival holdings?

|  |
| --- |
| Yes |
| No |

### 31. What is the main collection management system (CMS) you currently use?

|  |
| --- |
| Indicate if you are **NOT** using a Collection Management System |
| AdLib |
| ArchivesSpace |
| AtoM |
| Axiell Collections |
| Axiell Emu |
| Bespoke/in-house |
| CALM |
| Collections Index (System Simulation) |
| CollectionsBase (Orangeleaf Systems) |
| CollectiveAccess |
| ContentDM (OCLC) |
| Dryad (Max Communications) |
| eHive (Vernon Systems) |
| Epexio (Metadatis) |
| Extensis Portfolio |
| Keep Thinking |
| Koha |
| M2A (Minisis) |
| Mimsy |
| Modes |
| Omeka Classic |
| Omeka.net |
| OmekaS |
| PastView (TownsWeb Archiving Ltd) |
| Qi |
| SDS Archive Manager (SDS Group) |
| Soutron Archive |
| Spydus (Civica) |
| TMS Media Studio (Gallery Systems) |
| VernonCMS |
| XTF |
| Other (please specify) |

**32. How many gigabytes (GB) of born-digital archival holdings do you hold?**

Leave the response blank if you do not know or are unable to answer. Please insert a zero if you do not hold any born digital records.

### 33. Does your service use any of the following tools or standards to guide your approach to digital preservation?

|  |
| --- |
| None in use |
| NDSA Levels of Digital Preservation |
| OAIS Reference Model |
| Digital Preservation Coalition Rapid Assessment Model (DPC RAM) |
| Other(s) |
| ISO 16363 (Space data and information transfer systems: Audit and certification of trustworthy digital repositories) |
| DiAGRAM (Digital Archiving Graphical Risk Assessment Model) |
| CoreTrustSeal Trustworthy Digital Repositories Requirements |
| Other (please specify) |

### 34. What is the main digital preservation management system (DPS) you currently use? If you do not have precise details, please provide an estimate. Leave the response blank if you do not know or are unable to answer.

|  |
| --- |
| Archivematica |
| Arkivum Perpetua |
| EPrints |
| Fedora |
| In-house workflows connecting tools into a digital preservation architecture |
| Libsafe [Libnova] |
| Preservica |
| Rosetta - Ex Libris |
| Samvera |

|  |
| --- |
| Fedora |
| Rosetta - Ex Libris |
| Samvera |
| No digital preservation system |
| Other DPS |

**35.** **What percentage of your archive collection has a full catalogue available online?**

If you do not have precise details, please provide an estimate. Leave the response blank if you do not know or are unable to answer.

**36.** **What percentage of your archive collection is fully catalogued?**

### If you do not have precise details, please provide an estimate. Leave the response blank if you do not know or are unable to answer.

### 37. What percentage of your archive collection is completely unlisted?

### If you do not have precise details, please provide an estimate. Leave the response blank if you do not know or are unable to answer.

### Access & Engagement

**38. Is your archive open to the general public?**

|  |
| --- |
| Yes |
| Yes, but booking required |
| Yes, with conditions (e.g. letter of introduction) |
| No, archives are not accessible to the public |

**39.** **What was the total number of in person visits to your archive in the last year?**

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

### 40. How many hours per week is your archive service open?

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

### 41. How many weeks per year is your archive service open to the public?

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

### 42. How many onsite readers can your archive accommodate at one time? Leave the response blank if you do not know or are unable to answer.

### 43. How many enquiries did your archive service receive in the last year?

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

### 44. How many analogue items has your archive produced in the last year?

### If you do not have precise details, please provide an estimate. Leave the response blank if you do not know or are unable to answer.

### 45. How many born-digital items were accessed in the last year?

Record the total number of digital items accessed by users in the last year. Express in either gigabytes or numbers of digital objects produced. If you do not have precise details, please provide an estimate.

|  |
| --- |
| Enter number of gigabytes |
| Enter number of digital objects |

### 46. Does your archive service provide free public Wi-Fi?

|  |
| --- |
| Yes |
| No |

**47.** **How many onsite and offsite learning and outreach events combined did your archive service hold in the last year?**

|  |
| --- |
| Did not provide these |
| Less than 10 |
| 10 to 25 |
| 26 to 50 |
| 51 to 100 |
| 101 to 150 |
| 151 to 200 |
| 201 to 300 |
| 301 to 400 |
| More than 400 |

**48.** **How many participants did your archive engage in** **learning and outreach sessions online (sessions for groups, organisations and events)?**

|  |
| --- |
| Did not provide these |
| 0-250 |
| 251-500 |
| 501-750 |
| 751-1000 |
| 1001-1250 |
| 1251-1500 |
| 1501-1750 |
| 1751-2000 |
| 2001-2250 |
| 2251-2500 |
| 2501-2750 |
| 2751-3000 |
| 3001-3250 |
| 3251-3500 |
| 3501-3750 |
| 3751-4000 |
| 4001-4250 |
| 4251-4500 |
| 4501-4750 |
| 4751-5000 |
| More than 5000 |

**49.** **How many visitors attended your exhibitions on-site and off-site in the last year?**

|  |
| --- |
| Did not provide these |
| 0-250 |
| 251-500 |
| 501-750 |
| 751-1000 |
| 1001-1250 |
| 1251-1500 |
| 1501-1750 |
| 1751-2000 |
| 2001-2250 |
| 2251-2500 |
| 2501-2750 |
| 2751-3000 |
| 3001-3250 |
| 3251-3500 |
| 3501-3750 |
| 3751-4000 |
| 4001-4250 |
| 4251-4500 |
| 4501-4750 |
| 4751 - 5000 |
| More than 5000 |

**50.** **How many visitors attended your exhibitions online in the last year?**

|  |
| --- |
| Did not provide these |
| 0-250 |
| 251-500 |
| 501-750 |
| 751-1000 |
| 1001-1250 |
| 1251-1500 |
| 1501-1750 |
| 1751-2000 |
| 2001-2250 |
| 2251-2500 |
| 2501-2750 |
| 2751-3000 |
| 3001-3250 |
| 3251-3500 |
| 3501-3750 |
| 3751-4000 |
| 4001-4250 |
| 4251-4500 |
| 4501-4750 |
| 4751-5000 |
| More than 5000 |
| Did not provide these |

**51.** **Does your archive service collect demographic data about your audiences?**

|  |
| --- |
| Yes |
| No |

**52.** **Does your archive use any of the following social media platforms?**

|  |
| --- |
| Twitter/X |
| Facebook |
| Instagram |
| YouTube |
| Threads |
| Blog |
| Pinterest |
| TikTok |
| Flickr |
| Bluesky |
| Mastodon |
| None in use |
| Don't know |
| No, but we contribute content to parent organisation’s social media accounts |

**53.** **How many followers/subscribers did your archive have to its social media accounts? (Total across Facebook, Twitter, Instagram, YouTube, etc.)**

|  |
| --- |
| Less than 1,000 |
| 1000 to 2000 |
| 2001 to 5000 |
| 5,001 to 10,000 |
| 10,001 to 20,000 |
| 10,001 to 20,000 |
| 20,001 to 50,000 |
| 50,000 to 100,000 |
| More than 1,000,000 |
| Not applicable |
| Collect this data but cannot access |
| Don't know |
| Do not collect this data |

**54.** **What was the total number of unique visitors to your website?**

|  |
| --- |
| Less than 5,000 |
| 5,000 to 10,000 |
| 10,001 to 25,000 |
| 25,001 to 50,000 |
| 50,001 to 100,000 |
| 100,001 to 250,000 |
| 250,001 to 500,000 |
| 500,001 to 1,000,000 |
| More than 1,000,000 |
| Collect this data but cannot access |
| Don't know |
| Do not collect this data |

**FEEDBACK**

We welcome your feedback to help us improve future surveys. If you would like to give feedback on this survey, please add your comments in the box below.