



SLOVENSKI STANDARD
oSIST ISO/DIS 24083:2021

01-februar-2021

Informatika in dokumentacija - Statistika mednarodnih arhivov

Information and documentation -- International archives statistics

Information et documentation -- Statistiques internationales des archives

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

The committee responsible for this document is ISO/TC46, *Information and documentation*, Subcommittee SC8, *Quality – Statistics and performance evaluation*.

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ISO/DIS 24083:2020(E)**Introduction**

This international standard provides guidance to the archives community on the collection and reporting of statistics.

[Clauses 3](#) and [7](#) form the core of this International Standard. [Clause 3](#) provides definitions for most of the elements which constitute archives and archives services; these are for statistical purposes only. [Clause 7](#) recommends how each of these elements should be counted. Users will need to consult both clauses for the complete picture.

It is recognized that not all measures specified in this International Standard can be collected by archives of different types, sizes, and functions.

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Information and documentation — International archives statistics

1 Scope

This International Standard specifies guidelines for the archives community on the collection and reporting of statistics for the following purposes:

- strategic planning and internal management of archives;
- aggregating and comparing operational and performance statistics at regional, national, and international levels;
- reporting to stakeholders such as funding institutions, politicians, researchers, and the general public;
- promoting the role and value of archives for advancing learning and research, education and culture, and social and economic life.

This standard does not apply to records centres responsible for records that are still in the legal custody of the organization that created or received them, although it is recognized that some archives also have responsibilities for appraising, acquiring, and managing the current records of organizations that may or not be transferred to the archives for permanent retention. When applying this standard to archives that also perform records management functions, the archives should exclude statistics that pertain to its records management functions, including measures pertaining to holdings and their usage and preservation, funding and expenditures, space and facilities, staffing and management.

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2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <http://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

3.1 General

3.1.1

archives (1)

organization or part of an organization responsible for selection, acquisition, preservation, and availability of one or more archives (2)

[SOURCE: ISO 5127:2017 3.2.3.01]

ISO/DIS 24083:2020(E)**3.1.2****archives (2)**

materials, items, records or documents created or received by a person, family or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in them or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order and collective control

[SOURCE: ISO 5127:2017 3.6.1.03 modified]

3.2 Types**3.2.1****national archives**

central archives (1) consisting of and responsible for the archives (2) mainly emanating from the central government of a state

[SOURCE: ISO 5127:2017 3.6.4.2.03]

3.2.2**regional archives**

archives (1) consisting of and responsible for the archives (2) mainly emanating from the intermediate levels of government

[SOURCE: ISO 5127:2017 3.6.4.2.04]

3.2.3**local archives**

archives (1) consisting of and responsible for the archives (2) mainly emanating from municipalities or other local governmental authorities

[SOURCE: ISO 5127:2017 3.6.4.2.05]

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3.2.4**departmental archives**

archives (1) of a government department or administrative agency, institution or organization

[SOURCE: ISO 5127:2017 3.6.4.2.06 - modified]

3.2.5**university archives**

archives (1) of or relating to a university

Note 1 to entry: For academic institutions other than universities, select “other type not listed above” in [section 7.2.1](#) - Types

[SOURCE: ISO 5127:2017 3.6.4.2.07]

3.2.6**corporate archives**

1. documents and other materials created or received by a group of people (a company, an organization) in the course of operations and preserved for their enduring value
2. the division within an organization responsible for such materials

Note 1 to entry: Includes business archives.

Note 2 to entry: Includes foundation archives.

[SOURCE: SAA Glossary 2005]

3.2.7**audiovisual archives**

archives (1) and archives (2) of document in which sound and/or pictures are prominent, and which requires the use of special equipment to be seen and/or heard

[SOURCE: ISO 5127:2017 3.3.3.07 - modified]

3.2.8**family archives**

archives (2) of or relating to a family or similar genealogical entity

[SOURCE: ISO 5127:2017 3.6.4.2.01]

3.2.9**religious archives**

archives (1) of religious bodies and communities

3.3 Governing authority of archives**3.3.1****governance**

body with legal and fiduciary responsibility for the archives and for approving archives policy

[SOURCE: ISO 18461:2016, 2.3.1 - modified]

3.3.2**state-governed archives**

archives (1) governed by governmental authorities at the national level

Note 1 to entry: Lower-levels of government are accommodated by [3.3.3](#) locally/regionally-governed archives.

[SOURCE: ISO 18461:2016, 2.3.6 - modified]

3.3.3**locally/regionally-governed archives**

archives (1) governed by local or regional authorities (province, county, city, town etc.)

[SOURCE: ISO 18461:2016, 2.3.2 - modified]

3.3.4**other publicly-governed archives**

archives (1) governed by other public authorities

[SOURCE: ISO 18461:2016, 2.3.3 - modified]

3.3.5**internationally-governed archives**

archives (1) governed by an international organization (such as non-profit or non-governmental agencies that operate internationally)

3.3.6**privately-governed archives**

archives (1) governed by private entities (such as non-profit or for-profit organizations registered under private law), families or individuals

[SOURCE: ISO 18461:2016, 2.3.4 - modified]

3.3.7**public/private partnership archives**

archives (1) governed jointly, in partnership of a public and private entity

[SOURCE: ISO 18461:2016, 2.3.5 - modified]

ISO/DIS 24083:2020(E)**3.4 Archives services, programs and use****3.4.1****access**

right, opportunity, means of finding, using or retrieving information

[SOURCE: ISO 5127:2017 3.11.1.01]

3.4.2**certification**

act of attesting the official character of a document or of a copy thereof

[SOURCE: SOURCE; ISO 5127:2017 3.1.1.52- modified]

3.4.3**download**

successful request of a content unit from an archives-provided service or other Internet service

[SOURCE: ISO 2789:2013, 2.2.6 - modified]

3.4.4**event**

pre-arranged activity, in some cases ongoing or repeatable, with cultural, educational, social, political, scholarly, or other intent involving a group of people

EXAMPLE Exhibitions, author visits, literary discussions, workshops, etc.

Note 1 to entry: Only events arranged by the archive (2) on its own or in partnership with other institutions are included, whether inside or outside the archive (2) premises. Events inside the archive (2) premises organized by institutions outside the archive (2) without the archive's (2) cooperation are excluded.

Note 2 to entry: User education lessons and pre-arranged archive (2) visits are excluded.

Note 3 to entry: Ongoing programs are excluded (i.e. education program, exhibition program) but each session of a program is counted as one event.

Note 4 to entry: Virtual events are included.

[SOURCE: ISO 2789:2012.2.9 - modified]

3.4.5**exhibition**

curated display (3.1.11.14) of objects (3.1.1.01) on a clear concept and communicating (3.1.8.04) a message (3.1.8.02)

Note 1 to entry: See also ISO 25639-1:2008, definition 3.1; ISO 2789:2013, definition 2.2.10.

[SOURCE: ISO 5127:2017(en), 3.11.1.09]

3.4.6**informational question**

directional and/or administrative inquiry delivered to archives staff

Note 1 to entry: This includes e.g. questions for locating staff or facilities, questions regarding opening times and registering procedures, and questions about handling equipment such as printers and computer terminals.

Note 2 to entry: It is essential that archives do not include reference questions (3.4.13) in this category.

[SOURCE: ISO 2789:2013, 2.2.13 - modified]

3.4.7**loan**

lending of items in the archives collection to, or borrowing an item from, other collecting organizations, private collectors, or agencies

[SOURCE: ISO 18461:2016, 2.4.7 - modified]

3.4.8**physical visit**

act of entering into one or all of the parts of the archives premises to access the services and programs of the archives

[SOURCE: ISO 18461:2016, 2.4.14 - modified]

3.4.9**program**

pre-arranged ongoing and repeatable activity having an intent within the mission of the archive (2)

Note 1 to entry: The activity would usually be of a cultural, educational, social, political, or scholarly nature etc..

Note 2 to entry: Programs can be organized inside or outside the archives premises.

Note 3 to entry: Programs inside the archives premises organized by institutions outside the archives without the archives participation should be counted separately.

Note 4 to entry: Ongoing programs are included under events (i.e. education program, exhibition program) but each session of a program is counted as one event.

Note 5 to entry: Virtual programs are included, but should be counted separately.

[SOURCE: ISO 18461:2016(en), 2.4.15 - modified]

3.4.10**publishing by archives**

publishing activities by archives, issuing documents for sale or licensing to the public in analogue or digital format

[SOURCE: ISO 2789:2013, 2.5.8 - modified]

3.4.11**reference question**

information contact that involves the knowledge or use of one or more information sources (such as printed and non-printed materials, machine-readable databases, the archives' own and other institutions catalogues and finding aids) by archives staff

Note 1 to entry: It is essential that archives do not include informational questions ([3.4.6](#)) in this category

[SOURCE: ISO 2789:2013, 2.2.26 - modified]

3.4.12**reference service**

provision of oral or written information and assistance, in response to requests

[SOURCE: ISO 5127:2017 3.11.5.03 - modified]

3.4.13**registered user**

person or organization registered with an archives in order to use its collection and/or services onsite or elsewhere

[SOURCE: ISO 2789:2013, 2.2.28 - modified]