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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 of the voluntary nature of standards, 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 www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 8, *Quality — Statistics and performance evaluation*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

This document collects statistics for measuring the archives performance of their tasks, services and use.

[Clauses 3](#) and [7](#) form the core of this document. [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 need to consult both clauses for the complete picture.

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

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Information and documentation — International archives statistics

1 Scope

This document 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;
- improving the management of processes, reinforcing transparency and supporting good governance.

This document 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 can or not be transferred to the archives for permanent retention. When applying this document to archives that also perform records management functions, the archives can 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.

2 Normative references

[ISO 24083:2021](#)

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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

<organization>organization or part of an organization responsible for selection, acquisition, preservation, and availability of one or more *archives* (3.1.2)

[SOURCE: ISO 5127:2017, 3.2.3.01, modified — Note 1 to entry until Note 4 to entry has been omitted]