

For Comments Only

Draft Indian Standard

**Information and Documentation —
International Archives Statistics**

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NATIONAL FOREWORD

(Formal clauses to be added later on)

The text of the International Standard has been approved as suitable for publication as an Indian Standard without deviations. Certain conventions are, however, not identical to those used in Indian Standards. Attention is particularly drawn to the following:

- a) Wherever the words 'International Standard' appear referring to this standard, they should be read as 'Indian Standard'.

Note: The technical content of the document is not available on website. For details, please refer the corresponding ISO 24083: 2021 or kindly contact:

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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.

Introduction

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

Clause 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.