

2005 Information survey –Appendix B

These figures include total quantities of data of various types from surveyed public offices, and some tentative projections/estimates across the relevant sector for public offices in the same size category as those surveyed. The estimates are indicative only, and in most cases are certainly less than the likely actual figures across all public offices in a sector, as they do not include estimates for any of the very small or small government agencies (82); very small to medium local councils (118); or small, large or very large State-owned corporations (21). The figures for State-owned corporations in particular give only a partial picture, as none of the 14 large or very large corporations was surveyed. The numbers of public offices in each category were taken from the 2004 Records Management Survey.

1 Estimated quantities of digital State archives in major business systems

1.1 State Government agencies

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	*Total Quantity (gb)	Av. quantity per public office (gb)	#Estimated totals across sector (gb)	Remarks
V. small	-	-	[40]	-	-		
Small	-	1	[42]	-	-		
Medium	3	-	[26]	58.2	19.4	504.4	
Large	3	1	[19]	606.7	202.23	3,842.37	One State Government agency noted that the majority of its digital State archives were managed through TRIM.
V. large	2	-	[19]	118	59	1,121	See note # below.
Totals	8	2	[64/146]	782.9	97.86	5,467.77	

1.2 State-owned Corporations – one respondent only, no figures available

1.3 Local Government

Category	No. of public office supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	*Total Quantity (gb)	Av. quantity per public office (gb)	#Estimated totals across sector (gb)	Remarks
V. small, small, medium	-	-	[118]	-			
Large	1	1	[39]	60			One council noted that the majority of its digital State archives were managed through TRIM
V. large	1	-	[7]	9.33			
Totals	2	1	[46/164]	69.33	34.67	3,189.18	

Appendix B (cont.)

1.4 Universities

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	*Total quantity (gb)	#Estimated totals across sector (gb)
V. large	1	1	[9/11]	40.67	366.03

Notes

* For each public office, these figures have been arrived at by identifying the total quantity of digital information across the organisation (Q. 29), calculating the no. of gigabytes in each major business system listed from the percentages given in part (a) of Q. 35 – 39, and from that figure calculating the no. of gigabytes of State archives in each system from the percentages of State archives noted in part (b) of Q. 35-39.

These figures have been calculated by taking the average quantity for each size category (medium, large and very large), and multiplying by the number of public offices in that size category. Figures for very large government agencies are probably substantially understated, as they are out of proportion to the figures for smaller size categories, and, for one agency, reflect incomplete identification of State archives. The extrapolations for local councils and universities should be treated with caution, due to the small number and possibly atypical nature of the responding public offices.

2 Estimated quantities of long-term digital records in major business systems

2.1 State Government agencies

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	*Total quantity (gb)	Av. quantity per public office (gb)	#Estimated totals across sector (gb)	Remarks
V. small	-	-	[40]	-	-		
Small	-	1	[42]	-	-		
Medium	2	1	[26]	8.01	4.0	104	
Large	3	1	[19]	252.1	84.03	1,596.57	One agency reported that its top 5 systems contained 100% State archives.
V. large	2	-	[19]	47	23.5	446.5	See note # below.
Totals	7	3	[64/146]	307.11	43.87	2,147.07	

2.2 State-owned Corporations

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	Total quantity (gb)	#Estimated totals across sector (gb)
Medium	1	-	[7/28]	3.36	23.52

Appendix B (cont.)

2.3 Local Government

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	*Total quantity (gb)	Av. quantity per public office (gb)	#Estimated totals across sector (gb)	Remarks
V. small, small, medium	-	-	[118]	-			
Large	1	1	[39]	1.6			One council noted that the majority of its long-term digital records were managed through TRIM
V. large	1		[7]	223.96			
Totals	2	1	[46/164]	225.54	112.77	5,187.42	

2.4 Universities

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	*Total quantity (gb)	#Estimated totals across sector (gb)
V. large	1	1	[9/11]	164.15	1,477.35

Notes

* For each public offices, these figures have been arrived at by identifying the total quantity of digital information across the organisation (Q. 29), calculating the no. of gigabytes in each major business system listed from the percentages given in part (a) of Q. 35 – 39, and from that figure calculating the no. of gigabytes of long-term digital records in each system from the percentages noted in part (c) of Q. 35-39.

These figures have been calculated by taking the average quantity for each size category (medium, large and very large), and multiplying by the number of public offices in that size category. Figures for very large State Government agencies are probably substantially understated, as they are out of proportion to the figures for smaller size categories, and one agency was unable to supply figures. The extrapolations for local councils and universities should be treated with caution, due to the small number and possibly atypical nature of the responding public offices.

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3 Estimated quantities of digital information stored in EDMS or ERDMS systems

Note: Projections for increases were calculated by taking the mid-point of the percentage band each public office identified in Q. 31 as the best estimate of likely increase during the current financial year, e.g., 50% for the band 41-60%.

3.1 State Government agencies

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	Current total quantity (gb)	Av. quantity per public offices (gb)	Est. totals across sector (current) (gb)	Projected total quantity Jun 2006 (gb)	Projected av. quantity Jun 06 (gb)	Est. totals across sector (Jun 2006) (gb)	Est. % increase 05/06
V. small	-	-	[40]	-	-		-			
Small	-	1	[42]	-	-		-			
Medium	3		[26]	27.5	9.17	238.42	42.75	14.25	370.5	55.4
Large	3	1	[19]	59.4	19.8	376.2	68.42	22.82	433.58	15.25
V. large	2	-	[19]	*1.5	*0.75	*14.25	*3.0	*1.5	*28.5	100
Totals	8	2	[64/146]	88.4	11.05	628.87	114.17	14.3	832.58	32.4

*These figures are believed to be well below the norm for public offices in this size category, given the figures for smaller agencies, and the fact that the two respondents have only recently commenced 'rolling out' their ERDMS (hence the 100% increase anticipated over the current year).

3.2 State-owned Corporations

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	Current total quantity (gb)	Est. totals across sector (current) (gb)	Projected total quantity Jun 2006 (gb)	Est. totals across sector (Jun 2006) (gb)	Est. % increase 05/06
Medium	1	-	[7/28]	76	532	152	1,064	100

3.3 Local Government

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	Current total quantity (gb)	Av. quantity per public offices (gb)	#Est. totals across sector (current) (gb)	Projected total quantity Jun 2006 (gb)	Projected av. quantity Jun 06 (gb)	#Est. totals across sector (Jun 2006) (gb)	Est. % increase 05/06
V. small, small, medium	-	-	[118]	-						
Large	2	-	[39]	174.5	77.25	3,012.75	304	152	5,928	96.8
V. large	1	-	[7]	138	138	966	206	206	1,442	49.3
Totals	3	-	[46/164]	312.5	104.17	3,978.75	510	170	7,370	63.2

Note: The estimated/projected totals may be somewhat high as the responding councils are all large and well-advanced in the use of ERDMS/EDMS systems.

Appendix B (cont.)

3.4 Universities

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	Current total quantity (gb)	**Est. totals across sector (current) (gb)	Projected total quantity Jun 2006 (gb)	**Est. totals across sector (Jun 2006) (gb)	Est. % increase 05/06
V. large	2	-	9/11	82	738	164	1,476	100

** Estimates across the sector may be understated, as there was only one respondent, and that institution may not necessarily be typical.

4 Estimated quantities of business emails not captured/managed in electronic or paper systems

Note: These figures cover business emails, a proportion of which may need to be managed as records, but which are not currently captured in a suitable recordkeeping system. Emails captured in ERDMS/EDMS systems are covered in the figures in Appendix B – 2 above. The figures in tables 4.1-4.4 were arrived at by estimating the number of business emails created/received per year (using the mid-point of the percentage band given at Q. 19 and applying that to figures in Q. 18), and then using the percentages in Q. 20 to determine the number captured/not captured.

4.1 State Government agencies

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices across sector in each category	Total no. of business emails received/sent per year	Total no. of business emails not captured per year	Business emails not captured - av. proportion of total business emails	Av. no. not captured (per public office per year)	Est. totals across sector (business emails not captured per year)
V. small	-	-	[40]					
Small	-	1	[42]					
Medium	2	2	[26]	2,100,000	1,750,000	c. 83%	875,000	22,750,000
Large	4	-	[19]	5,160,000	4,160,000	c. 81%	1,040,000	19,760,000
V. large	2	-	[19]	9,150,000	8,060,000	c. 88%	4,030,000	76,570,000
Totals	7	3	[64/146]	16,410,000	13,970,000	c.83%	1,996,000	119,080,000

4.2 State-owned Corporations

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices in each category	Total no. of business emails received/sent per year	Total no. of business emails not captured per year	Business emails not captured - proportion of total business emails	Est. totals across sector (business emails not captured per year)
Medium	1	-	[7/28]	1,400,000	700,000	c. 50%	4,900,000

Appendix B (cont.)

4.3 Local Government

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices in each category	Total no. of business emails received/sent per year	Total no. of business emails not captured per year	Business emails not captured - av. proportion of total business emails	Av. no. not captured (per public office per year)	Est. totals across sector (business emails not captured per year)
V. small, small, medium	-	-	[118]					
Large	2	-	[39]	5,800,000	4,220,000	c. 73%	2,110,000	
V. large	1	-	[7]	1,000,000	500,000	c. 50%	500,000	
Totals	3	-	[46/164]	6,800,000	4,720,000	c. 69%	1,573,000	*72,358,000

*Estimated total for large and very large councils (46 Out of 164) has been calculated from the average of the three responses, as the responding councils are not sufficiently typical of their size category to permit separate calculations.

4.4 Universities

Category	No. of public offices supplying figures	No. of public offices – no figures available/not applicable	Total no of public offices in each category	Total no. of business emails received/sent per year	No. of business emails not captured per year	Business emails not captured - av. proportion of total business emails	Est. totals across sector (business emails not captured per year)
V. large	1	-	[9/11]	105,000,000	94,500,000	90%	850,500,000