



The Swiss Federal Archives in figures 2020

The Swiss Federal Archives (SFA) are the Confederation's service and competence centre for lasting information management. They preserve archive-worthy documents of the Federal Administration, the Federal Council and the Parliament. Their core tasks include:

Records Management	Advising the Federal Administration on the compilation and management of documents
Appraisal	Appraisal of the archival value of documents in consultation with the Federal Administration
Preservation	Receipt and appropriate and safe preservation of the documents
Description	Classification and indexing of the received and preserved documents
Access and Research	Advising researchers and answering research questions Exploitation of archives in events and publications

	2020	2019	2018	2017	2016	2015	2014
Documents in the Archives							
Total analogue archive records (in m)	68'697	67'647	66'386	64'917	63'290	61'390	60'226
Total digital archive records (in TB ¹)	22	21.3	20.7	20.4	18.6	18.2 ²	18.1
Transferred conventional documents in running metres	1'050	1'261	1'469	1'627	1'900	1'164	1'108
Transferred digital documents in terabytes	0.7	0.6	0.3	1.8	0.4	0.1	2.1
Advisory Services							
Records Management: Number of advisory sessions for the Federal Administration	-	-	79	55	78	86	96
Digital Archiving: Number of advisory sessions for the Federal Administration	17	20	14	11	14	13	16

¹ 1 terabyte = 1024 gigabytes

² Total fonds = archiving (unlimited period) 8.9 TB + storage (including archiving for third parties; limited period) 9.2 TB

	2020	2019	2018	2017	2016	2015	2014
Paper Deacidification and Digitisation							
Paper Deacidification: Conditioned documents in tons	-	-	-	-	-	-	13.7
Paper Deacidification: Number of treated pages	-	-	-	-	-	-	1'239'000
Digitisation: Number of pages	939'574	485'558	216'660	858'866	703'516	856'482	396'449
Access to Documents in the Federal Archives							
Reading Rooms: Number of days open	90	138	140	139	142	139	139
Reading Rooms: Average number of users a day	19	23	24	21	26	21	23
Reading Rooms: Number of individual visitors per year	674	1'403	1'007	1'510	1'456	1'412	869
Total archival units consulted (number)	29'730	35'461	36'367	36'285	39'177	30'686	30'741
Archive units supplied in digital form	9'369	3'978	3'432	3'046	3'031	2'083	1'117
Archival units consulted by administrative bodies (number)	6'083	5'426	5'420	4'795	2'618	2'692	3'058
Number of archive units for which a request for consultation was submitted		5'099	19'631	5'862	5'640	9'207	5'630
Percentage of requests for consultation approved		84%	89%	93%	90%	92%	85%
Number of written research requests (answered queries)	1'687	1'921	2'037	1'932	1'712	2'051	2'230
Headcount							
Number of FTEs	59.6	58.8	57.8	61.6	59.5	59.7	58.0
Costs							
Total expenditure in million CHF	19.8	19.3	19.2	18.9	17.8	18.4	17.6