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THE CENTRAL ARCHIVES FOR FINNISH BUSINESS RECORDS

The Central Archives for Finnish Business Records (in Finnish Suomen Elinkeinoelämän Keskusarkisto in short way Elka) is a nation-wide non-profit institution serving the business community. It is located in the town of Mikkeli in Central Finland and it is founded in 1981.

THE FOUNDATION OF THE CENTRAL ARCHIVES FOR FINNISH BUSINESS RECORDS

Elka is maintained by the foundation, which consists of the following members:

- ⊗ Helsinki School of Economics
- ⊗ Central Chamber of Commerce
- ⊗ Finnish Business Archives Association
- ⊗ Foundation for Economic Education
- ⊗ Employers' Confederation of Service Industries
- ⊗ South Savo Chamber of Commerce
- ⊗ Town of Mikkeli
- ⊗ Regional Council of Etelä-Savo
- ⊗ Foundation of Åbo Akademi
- ⊗ Finnish Cultural Foundation
- ⊗ Confederation of Finnish Industry and Employers

PERSONNEL

Elka's personnel consist of seven permanent employees. In addition to these Elka also has temporary employees and trainees of educational institutions. In 2002 altogether 12 persons worked in these short-term employments.

OPERATION

One of the Elka's important tasks is to receive records of enterprises and individual persons. After that the records will be filed and catalogued, so that Elka could serve researchers and other persons who need information, as well as possible. Nowadays the very important part of the customer service is Elka's operation in Internet. Elka has own homepages: www.elka.fi. There you can find information on Elka's history and functions or browse photos and archive catalogues. Homepages have given better possibility to reach more people.

RECEIPT OF RECORDS

In 2002 Elka received different kinds of business records altogether 1.086 metres of shelves. Many records aren't in paper anymore. There are also videotapes for example. It has to be possible to preserve these also to the future. The best way to do that is to turn them into digital form. This will bring more challenge to the operation.

FILING OF RECORDS

Records will also be filed and unnecessary records will be destroyed. Special project in 2002 was the digitising of photos.

DATA BASES

Elka maintains the archival database. In the end of the year 2002 there were over 2000 headings. Elka's homepages are in great use. There have been about 2.000 visitors monthly. Especially the photo database has been in great favour. Nowadays Elka can serve researchers 24 hours a day thanks to the homepages.

In addition to the paper documents there are also much special material in Elka. In 2001 there were special material as follows. In the register there were following amounts of these materials.

Special material	Total amount	In register
Photos	320.000 pieces	21.110 pieces
Maps	50.000 pieces	6.895 pieces
Drawings	200.000 pieces	22.285 pieces
Sound and picture records	1.000 pieces	615 pieces

REFERENCE LIBRARY

There is also a reference library in Elka. It includes many annual reports, trade journals and also other kind of business literature. The function of the reference library is to help to serve the researchers as well as possible.

TRAINING

Elka participates to the training related to enterprises' filing. The representatives of Elka also lecture about different matters related to enterprises' records for example in seminars. Important part of the training is also counselling which is given directly to enterprises.

INFORMATION SERVICES AND COMMUNICATION

Elka's information services are mainly directed to enterprises, which have merged or discontinued their business. A requirement is also that those enterprises' records are especially precious for the research. The main part of the communication goes so that enterprises make contact to Elka.

A SUMMARY OF ELKA'S OPERATIONS IN 2002

In Elka there were records a little over 16.300 metres of shelves in the end of the year 2002. Records were received altogether 1.086 metres of shelves and transfers of archives were made 73 times. Material was filed in all 423 metres of shelves and much time was spent to processing of photos and drawings.

Elka's data system was renewed and in the summer the photo database was publicized in Internet. The photo database has received a great acceptance and it has increased using of photos in different kinds of researches and reports.

Elka is in contact to enterprises and it actively follows events in the business life. Elka also tries to assist that enterprises' archives will get into The Central Archives for Finnish Business Records. Elka collaborates with its partners and together they for example arrange educational events to the enterprises. Enterprises are given information for instance on data management and filing.

Enterprises, which have transferred their archives to Elka, make plenty of enquiries about their records. Also many researchers have been interested in records and Elka has been able to serve them well thanks to the archives of many different branches. In Elka you can find information very widely. For example plenty of information about politics, economics or architecture is available. Also genealogists have found much information for their researches.

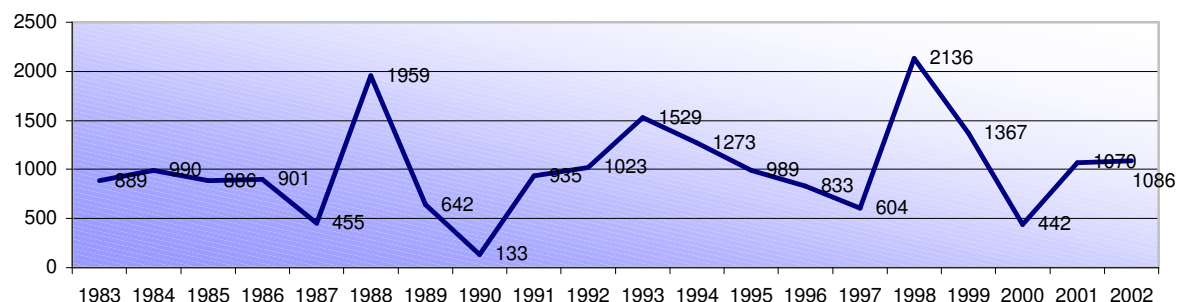
During the year Elka has filed many archives, which have been sent by organisations, enterprises and influential persons of business life. Those archives have been remarkable to the economic life of Finland. In this way Elka has promoted the preservation and research of the Finnish national cultural heritage.

STATISTICS IN 2002

⊗ Material in Elka	16.357 metres of shelves
⊗ Archive headings	2.429 pieces
⊗ Receipt of archives	1.086 metres of shelves
⊗ Amount of the transfers	74
⊗ Donors of the archives	53 different donors
⊗ Completed material	422 metres of shelves
⊗ Utilization of the records	1.510 pieces
⊗ Library database	25.556 pieces

GRAPHICAL TABLES

Receipt of the archives (metres of shelves) 1983-2002



Filing of the archives (metres of shelves) 1982-2002

