

On approval of the Model staff of state archives

Unofficial translation

Order Acting Minister of Culture and Sport of the Republic of Kazakhstan dated August 9, 2018 № 203. Registered with the Ministry of Justice of the Republic of Kazakhstan dated August 16, 2018 № 17292.

Unofficial translation

In accordance with subparagraph 2-5) of paragraph 2 of Article 18 of the Law of the Republic of Kazakhstan dated December 22, 1998 "On National Archival Fund and Archives" **I HEREBY ORDER**:

- 1. To approve the enclosed Model staff of state archives.
- 2. The Department of Archives and Documentation of the Ministry of Culture and Sports of the Republic of Kazakhstan in accordance with legislation shall:
- 1) ensure the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;
- 2) within ten calendar days from the date of State registration of this order direct the copy in paper and electronic form in the Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management "Republican Center of Legal Information" for the official publication and inclusion to the reference Control Bank of Laws and Regulations of the Republic of Kazakhstan;
- 3) within two working days after the enforcement of this order, place it on the Internet resource of the Ministry of Culture and Sports of the Republic of Kazakhstan;
- 4) within two working days after the implementation of measures provided by this paragraph, submit to the Department of Legal Service of the Ministry of Culture and Sports of the Republic of Kazakhstan information on the implementation of measures
- 3. Control over the execution of this order shall be entrusted to the Supervising Vice-Minister of Culture and Sports of the Republic of Kazakhstan.
- 4. This order shall come into effect upon expiry of ten calendar days after the day of its first official publication.

Acting Minister of Culture and Sports of the Republic of Kazakhstan

E. Kozhagapanov

Approved
by order № 203 of Acting
Minister of Culture and Sports
of the Republic of Kazakhstan
dated August 9, 2018

Model staff of state archives

№ r/n	name of positions	number of staff units
1	2	3
Subse	ction 1. Administrative and management staff	
1	Director	1
2	Deputy Director	3
3	Chief registrar of funds	1
4	Chief accountant	1
5	Economist	2
6	Accountant	2
7	Lawyer	2
8	HR controller	2
9	Librarian	1
10	Interpreter	1
11	Archivist of the Department of Protection of State secrets	1
	ection 2. State accounting and preservation of documents	
12	Head of Department	5
13	Head of Sector	3
14	Archive Manager	13 (based on each archive one manager)
15	Archivist	15
16	Artist-restorer of archival documents	2
Subse	ection 3. Use and publication of archival documents	
	Head of Department	4
17	-	4 3
17 18 19	Head of Department	
17 18 19	Head of Department Head of Sector	3
17 18 19 20	Head of Department Head of Sector Chief researcher	3
17 18 19 20 21	Head of Department Head of Sector Chief researcher Leading researcher	3 1 1
17 18 19 20 21 22	Head of Department Head of Sector Chief researcher Leading researcher Senior Researcher	3 1 1 1
17 18 19 20 21 22 23	Head of Department Head of Sector Chief researcher Leading researcher Senior Researcher Researcher	3 1 1 1 1
17 18 19 20 21 22 23 24	Head of Department Head of Sector Chief researcher Leading researcher Senior Researcher Researcher Junior researcher	3 1 1 1 1 1
17 18	Head of Department Head of Sector Chief researcher Leading researcher Senior Researcher Researcher Junior researcher Archivist	3 1 1 1 1 1 1 15
17 18 19 20 21 22 23 24 25 26	Head of Department Head of Sector Chief researcher Leading researcher Senior Researcher Researcher Junior researcher Archivist Archaeographer	3 1 1 1 1 1 1 15 2
17 18 19 20 21 22 23 24 25 26 Subse	Head of Department Head of Sector Chief researcher Leading researcher Senior Researcher Researcher Junior researcher Archivist Archaeographer Paleographer	3 1 1 1 1 1 1 15 2
17 18 19 20 21 22 23 24 25 26	Head of Department Head of Sector Chief researcher Leading researcher Senior Researcher Researcher Junior researcher Archivist Archaeographer Paleographer ction 4. Acquisition of the National Archival Fund	3 1 1 1 1 1 1 15 2

30	Leading expert	2
31	Senior expert	3
32	Expert	3
33	Archivist	14
34	Archaeographer	2
Subse	ection 5. Automated archival technologies,	creation of information Network and database
35	Head of department	1
36	Archivist	3
37	Software engineer	2
Subse	ection 6. Engineering Maintenance	
38	Chief engineer	1
39	Head of economy	1
40	Engineer	5
41	Mechanic	1
Subse	ection 1. Administrative and management s	taff
Subse	ection 1. Administrative and management s	
	Director	taff 1 1
1 2		1
1 2 3	Director Deputy director	1 1
1 2 3	Director Deputy director Chief registrar of funds	1 1 1
1 2 3 4 5	Director Deputy director Chief registrar of funds Chief accountant	1 1 1 1
1	Director Deputy director Chief registrar of funds Chief accountant Economist	1 1 1 1 1
1 2 3 4 5 6	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller	1 1 1 1 1 1
1 2 3 4 5 6 7 Subse	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller	1 1 1 1 1 1 1 1 1 1 1 1
1 2 3 4 5 6 7 Subse	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller ection 2. State accounting and preservation	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 of documents of the National Archival Fund
1 2 3 3 4 4 5 5 6 6 7 7 Subse	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller ection 2. State accounting and preservation Head of department	1 1 1 1 1 1 1 1 1 1 1 1 1 of documents of the National Archival Fund
1 2 3 3 4 5 6 6 7 Subse 9	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller ection 2. State accounting and preservation Head of department Head of sector	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 4 2
1 2 3 3 4 4 5 5 6 7 7 Subse 8 9	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller ection 2. State accounting and preservation Head of department Head of sector Archive manager	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 of documents of the National Archival Fund 4 2 5 (for each archive one manager)
1 2 3 3 4 4 5 5 6 6 7 7 8 8 9 10 11 11	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller ection 2. State accounting and preservation Head of department Head of sector Archive manager Archivist	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 5 of documents of the National Archival Fund 4 2 5 (for each archive one manager) 5 1
1 2 3 3 4 4 5 5 6 7 7 Subse 10 11 12	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller ection 2. State accounting and preservation Head of department Head of sector Archive manager Archivist Artist-restorer of archival documents	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 5 of documents of the National Archival Fund 4 2 5 (for each archive one manager) 5 1
1 2 3 4 4 5 6 6 7 Subse 8 9 10 11 12 Subse 13	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller cetion 2. State accounting and preservation Head of department Head of sector Archive manager Archivist Artist-restorer of archival documents cetion 3. Use and publication of archival documents	1 1 1 1 1 1 1 1 1 1 of documents of the National Archival Fund 4 2 5 (for each archive one manager) 5 1
1 2 3 4 5 6 7 Subse 10 11 12 Subse 13	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller ection 2. State accounting and preservation Head of department Head of sector Archive manager Archivist Artist-restorer of archival documents ection 3. Use and publication of archival do Head of department	1 1 1 1 1 1 1 1 1 1 1 1 of documents of the National Archival Fund 4 2 5 (for each archive one manager) 5 1 cuments 3
1 2 3 4 5 6 7 Subse 8 9 10 11	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller Cection 2. State accounting and preservation Head of department Head of sector Archive manager Archivist Artist-restorer of archival documents Cection 3. Use and publication of archival document Head of sector Head of department Head of sector	1 1 1 1 1 1 1 1 1 1 of documents of the National Archival Fund 4 2 5 (for each archive one manager) 5 1 cuments 3 2
1 2 3 3 4 4 5 5 6 7 7 8 8 9 10 11 12 8 8 13 14 14 15 15 16 16 17 17 18 18 18 18 18 18 18 18 18 18 18 18 18	Director Deputy director Chief registrar of funds Chief accountant Economist Lawyer HR controller Cection 2. State accounting and preservation Head of department Head of sector Archive manager Archivist Artist-restorer of archival documents Cection 3. Use and publication of archival do Head of sector Chief researcher	1

18	Researcher	1
19	Junior researcher	1
20	Archivist T	5
21	Archaeographer	1
22	Paleographer	1
Subse	ection 4. Acquisition of the National Arc	hival Fund
23	Head of department	3
24	Head of sector	2
25	Chief expert	1
26	Leading expert	1
27	Senior expert	1
28	Expert	1
29	Archivist	5
30	Archaeographer	1
		es, creation of information network and database
31	Head of department	1
32	Archivist	2
33	Software engineer	1
	ection 6. Engineering maintenance	
34	Chief engineer	1
35	Head of economy	1
36	Engineer	5
37	Mechanic	1
archi		n 300 thousand units of storage, except for republica
	ection 1. Administrative and managemen	
1	Director	1
1 2	Director Chief registrar of funds	1 1
1 2 3	Director Chief registrar of funds Chief accountant	1 1 1
1 2 3 4	Director Chief registrar of funds Chief accountant Lawyer	1 1 1 1
1 2 3 4	Director Chief registrar of funds Chief accountant	1 1 1
1 2 3 4 5	Director Chief registrar of funds Chief accountant Lawyer HR Controller	1 1 1 1
1 2 3 4 5	Director Chief registrar of funds Chief accountant Lawyer HR Controller	1 1 1 1 1
1 2 3 4 5 Subse	Director Chief registrar of funds Chief accountant Lawyer HR Controller ection 2. State accounting and preservation	1 1 1 1 1 1 on of documents of the National Archival Fund
1 2 3 4 5 Subso	Director Chief registrar of funds Chief accountant Lawyer HR Controller ection 2. State accounting and preservation Head of department	1 1 1 1 1 1 on of documents of the National Archival Fund 2

10	Head of department	2
11	Head of sector	1
12	Archivist	5
13	Archaeographer	1
Subs	ection 4. Acquisition of the National Arch	hival Fund
14	Head of department	2
15	Head of sector	1
16	Expert	1
17	Archivist	4
18	Archaeographer	
		s, creation of information network and database
Subs	ection 5. Automated archival technologie	s, creation of information network and database
Subs 19 20	Head of department Head of department	s, creation of information network and database
Subs 19 20 Secti	Head of department Head of department on 4. State archives storing 150 thousand	s, creation of information network and database 1 3 units of storage, except for republican archives
Subs 19 20 Secti 1 2	Head of department Head of department On 4. State archives storing 150 thousand	s, creation of information network and database 1 3 units of storage, except for republican archives
Subs 19 20 Secti 1 2 3	Head of department Head of department On 4. State archives storing 150 thousand Director Chief registrar of funds	s, creation of information network and database 1 3 units of storage, except for republican archives 1 1
Subs 19 20 Secti	Head of department Head of department On 4. State archives storing 150 thousand Director Chief registrar of funds Chief accountant	s, creation of information network and database 1 3 units of storage, except for republican archives 1 1 1
Subs 19 20 Secti 1 2 3 4	Head of department Head of department On 4. State archives storing 150 thousand Director Chief registrar of funds Chief accountant Head of department	s, creation of information network and database 1 3 units of storage, except for republican archives 1 1 1 1

Note:

The staffing number according to the model staff or its excess shall be carried out by each archive individually, taking into account the possibilities of local budgets.

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