



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

Section 1. State archives storing more than 1 million units of storage, except for republican archives		
№ r/n	name of positions	number of staff units
1	2	3
Subsection 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
Subsection 2. State accounting and preservation of documents of the National Archival Fund		
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
Subsection 3. Use and publication of archival documents		
17	Head of Department	4
18	Head of Sector	3
19	Chief researcher	1
20	Leading researcher	1
21	Senior Researcher	1
22	Researcher	1
23	Junior researcher	1
24	Archivist	15
25	Archaeographer	2
26	Paleographer	1
Subsection 4. Acquisition of the National Archival Fund		
27	Head of department	4
28	Head of sector	3
29	Chief expert	2

30	Leading expert	2
31	Senior expert	3
32	Expert	3
33	Archivist	14
34	Archaeographer	2
Subsection 5. Automated archival technologies, creation of information Network and database		
35	Head of department	1
36	Archivist	3
37	Software engineer	2
Subsection 6. Engineering Maintenance		
38	Chief engineer	1
39	Head of economy	1
40	Engineer	5
41	Mechanic	1
Section 2. State archives, storing more than 500 thousand units of storage, except for republican archives		
Subsection 1. Administrative and management staff		
1	Director	1
2	Deputy director	1
3	Chief registrar of funds	1
4	Chief accountant	1
5	Economist	1
6	Lawyer	1
7	HR controller	1
Subsection 2. State accounting and preservation of documents of the National Archival Fund		
8	Head of department	4
9	Head of sector	2
10	Archive manager	5 (for each archive one manager)
11	Archivist	5
12	Artist-restorer of archival documents	1
Subsection 3. Use and publication of archival documents		
13	Head of department	3
14	Head of sector	2
15	Chief researcher	1
16	Leading researcher	1
17	Senior researcher	1

18	Researcher	1
19	Junior researcher	1
20	Archivist τ	5
21	Archaeographer	1
22	Paleographer	1
Subsection 4. Acquisition of the National Archival 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
Subsection 5. Automated archival technologies, creation of information network and database		
31	Head of department	1
32	Archivist	2
33	Software engineer	1
Subsection 6. Engineering maintenance		
34	Chief engineer	1
35	Head of economy	1
36	Engineer	5
37	Mechanic	1
Section 3. State archives, storing more than 300 thousand units of storage, except for republican archives		
Subsection 1. Administrative and management staff		
1	Director	1
2	Chief registrar of funds	1
3	Chief accountant	1
4	Lawyer	1
5	HR Controller	1
Subsection 2. State accounting and preservation of documents of the National Archival Fund		
6	Head of department	2
7	Head of sector	1
8	Archive manager	2 (for each archive one manager)
9	Archivist	4

Subsection 3. Use and publication of archival documents

10	Head of department	2
11	Head of sector	1
12	Archivist	5
13	Archaeographer	1

Subsection 4. Acquisition of the National Archival Fund

14	Head of department	2
15	Head of sector	1
16	Expert	1
17	Archivist	4
18	Archaeographer	1

Subsection 5. Automated archival technologies, creation of information network and database

19	Head of department	1
20	Head of department	3

Section 4. State archives storing 150 thousand units of storage, except for republican archives

1	Director	1
2	Chief registrar of funds	1
3	Chief accountant	1
4	Head of department	1
5	Archive manager	1 (for each archive one manager)
6	Archivist	8
7	Archaeographer	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.