

**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.

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| *Acting*  *Minister of Culture and Sports*  *of the Republic of Kazakhstan* | *E. Kozhagapanov* |

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|  | 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**

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| 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 т | 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.

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