

## 41.1 NATIONAL ARCHIVES DEPARTMENT

- 41.1.1 The National Archives Department is responsible to collect, preserve and make accessible the collective memory of the nation. Its main objectives are, among others, to: promote an awareness of the collective memory for the purpose of research; and produce and publish documentary materials for educational purposes and for the public at large. It also caters for the preservation of public records of archival value for current and future use by the Government, citizens of Mauritius and International users.
- 41.1.2 A Director, National Archives is the administrative head of the Department. Incumbent is supported by a Deputy Director and officers in professional, technical and support grades.
- 41.1.3 Submissions of Management and staff side were mainly geared towards an upgrading of qualifications requirement of grades, coupled with a review of salary. While the first request may be addressed by Management after consulting the Unions, the second one has been examined holistically.
- 41.1.4 As regards the present structure of the Department, it is considered adequate to fulfil its objectives. However, we are providing for Management to mount a competency-based course for Archives Officer/Senior Archives Officers related to digital preservation and records management. We are also maintaining the provision for health surveillance and protective clothing/equipment to the employees of the Department.

### Competency-Based Course in Digital Preservation and Records Management

- 41.1.5 Management emphasised on the creation of dedicated grades to manage digital records at the National Archives and in Ministries/Departments. After examining the request, we consider that since some years of experience in digital preservation of records management would be required for filling of such a position, it would be more appropriate in a first instance for **Management to contemplate mounting a Competency-Based Course in Digital Preservation and Records Management for serving officers in the grade of Archives Officer/Senior Archives Officer.**

### Health Surveillance and Protective Clothing/Equipment

- 41.1.6 Provisions exist for employees to undergo health surveillance and to grant them protective clothing/equipment owing to the nature of their duties. These provisions are being maintained as they are still valid.

### Recommendation 1

- 41.1.7 **We recommend that the National Archives Department should continue to make:**

- (i) arrangement for Health Surveillance for all its employees free of charge, at intervals as may be advised by the Health Authorities; and
- (ii) necessary arrangement for the timely issue of items of protective clothing/equipment to officers concerned.

## NATIONAL ARCHIVES DEPARTMENT

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
05 103 106	<b>Rs 114000 x 4000 - 126000</b> Director, National Archives
05 074 098	<b>Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Deputy Director, National Archives
05 061 090	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Conservator
05 060 090	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Archivist Record Manager
05 065 084	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Chief Archives Officer
05 057 078	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Principal Archives Officer
05 033 072	<b>Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Archives Officer/Senior Archives Officer

Salary Code	Salary Scale and Grade
05 032 069	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Conservation Assistant
10 034 071	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Audio Visual Technician (Operations)
10 028 070	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900</b> Reprographic Operator (Archives)
16 030 072	<b>Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 QB 41080 x 970 - 46900 x 1050 - 49000</b> Print Finishing/Book Binding Operator (Roster)
24 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver
24 023 053	<b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040</b> Surveillant
24 020 050	<b>Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765</b> Handy Worker
24 001 047	<b>Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615</b> General Worker

