**FIRST NATIONS MEDIA COMMUNITY ARCHIVES**

**ARCHIVE STAFFING POLICY TEMPLATE**

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# Archive Staffing Policy

# TEMPLATE

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## 1 Purpose

The [ORGANISATION] Archive Staffing Policy is aimed at supporting management staff, community members and other persons understand the staffing arrangements for the Archive.

## 2 Policy

2.1 The Archive will ensure that senior Archive positions include culturally qualified First Nations persons.

2.2 A men’s and a women’s cultural archivist will be appointed; approval of the Archive Cultural Custodians is needed in the selection.

2.3 All Archive staff are to follow the directions of the senior cultural archivist in relation to protocols for access to media as well as viewing and listening to media during digitisation or community access.

## 3 Implementation Responsibility

The <name of organisation> CEO and Archive Manager are responsible for ensuring the implementation of this policy.

**ASSOCIATED POLICIES**

* Archive Access Policy
* Cultural Management Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>