



## **MAINE STATE ARCHIVES**

### **VISION**

Maine's historical records belong to the people of Maine and are among the State's most important historical and cultural resources. The records must be properly preserved and be available to the public. Access to the records allows the people of Maine to know of and benefit from State affairs and actions. These unique and irreplaceable records are essential to ensuring the rights of citizens and organizations and to understanding the responsibilities and limitations of a transparent government.

### **MISSION**

The mission of the State Archives is to make the operations of state and local government more efficient, more effective and more economical through records management by preserving and providing access to the public the permanent historical records of Maine in our custody.

### **VALUES**

The Maine State Archives should:

- Assist government agencies, libraries, historical societies , and individuals to preserve and make available those records and documents deemed to hold temporary and/or permanent archival value;
- Provide standards, procedures, and techniques to facilitate and ensure effective management of State and local government records;
- Formulate policies, and establish and adopt organizational and operational procedures to arrange and preserve records transferred to its custody;
- Promote and encourage research in Maine history; and,
- Publish guides, indexes and other instruments that facilitate access to and further the knowledge of Maine history.