

New York State Archives

Strengthening Archives

Mission Statement Assessment Objectives

- You have a current mission statement written by a committee of managers, staff, and representatives of your governing body.
- Your mission statement has been reviewed and approved by the repository's governing body
- Your mission statement clearly defines your program's purpose, collecting focus, and relationship to parent organization (when appropriate).
- Your statement is realistic relative to the organization's capacity
- You regularly review and update your mission statement.

	Yes	No	Needs Improvement	Areas for Improvement
Do you have a mission statement?				<ul style="list-style-type: none">• If no, recruit a committee to draft a mission statement.
Has your mission statement been approved by your governing body?				<ul style="list-style-type: none">• Have your mission statement reviewed and approved by your governing body.
Does the mission statement clearly state your programs main purpose and relationship to parent organization?				<ul style="list-style-type: none">• If no, review foundational documents (bylaws, articles of incorporation or charter) and revise your mission statement to conform to your foundational documents.
Are board members, repository staff and users aware of your mission statement?				<ul style="list-style-type: none">• If the mission statement is not widely publicized consider publicizing it with printed brochures, posters and including it on your website.
Are you able to achieve the goals defined by your mission statement?				<ul style="list-style-type: none">• Consider revising your mission statement with input from staff, directors, and administrators to more clearly reflect your organization.

New York State Archives

Strengthening Archives