The Miami Dade College Department of Archives exists to identify, preserve, and make available records and papers of enduring value. Its mission is as follows:

- College Archives: To collect and maintain records of enduring value created or received by the College and its employees.

- Special Collections: To collect and maintain non-university records and papers, which support the academic mission of the College. Areas of collecting will be very specific, and identified in a separate and future Collection Development Policy.