

**Sauk Valley Community College**  
**February 24, 2025**

**Action Item 4.5**

**Topic:** Board Policy *507.02 Archives* – First Reading

**College Health Metric:** Planning – The College conducts thoughtful, systematic planning to support future operations. Plans are updated annually or as necessary.

**Presented by:** Drs. David Hellmich and Lori Cortez

**Presentation:**

In the process of the annual board policy review, it was determined a specific policy for the maintenance of historical records was prudent to separate it from *507.01 Publications and Publicity*.

**Recommendation:**

The administration recommends the Board approve the adoption of *507.02 Archives* as presented for a first reading.

**Board Policy *507.02 Archives***

Institutional archives are developed and housed in the college's Learning Resource Center with support from the college's Marketing Department.