

**Sauk Valley Community College
March 17, 2025**

Action Item 4.1

Topic: **Board Policy 507.02 Archives – Second 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 second 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.