

CITATION INSTRUCTIONS



Please cite City of Portland materials in your work!

The City of Portland Archives strives to make our materials as accessible and easy to use as possible. One way you can help us is to cite our materials when using them in any publication, whether it be a book, film or video, magazine or newspaper, blog, website, professional presentation, school project, report, or zine.

Citations credit the original creator for their work, validate your source as authentic, and help Archives staff locate the same materials when a researcher comes in asking about an item they saw in your published work. Our citation requirements are very simple!

Our required credit line for publication and display is:

City of Portland (OR) Archives, [Record Number]

You can find the Record Number for any item in our collections in the “Record Number” field in the Efiles catalog record for the item, written on the physical item when viewing materials in our Research Room, or by asking one of our archivists.

★ ARCHIVAL PHOTO	
Title	A2010-003.5836 : Unthank Park - group of children
Record Date	Thursday, May 1, 1969
PARC Accession	A2010-003
Record Number	AP/68657 ←
Media	
Media Detail	Color
Photo/Film Format	35 mm
Notes	Circa date
Classification	Portland Development Commission (PDC) - Archival - Photographs
Container	Albina Neighborhood Improvement Program : Slides

The prefix for the record number changes depending on the item format (AP = Archival Photo, AF = Archival Folder, M = Map, etc.). Some example citations are below:

- City of Portland (OR) Archives, AP/12345
- City of Portland (OR) Archives, AF/12345
- City of Portland (OR) Archives, M/12345

- City of Portland (OR) Archives, B/12345
- City of Portland (OR) Archives, AD/12345

Please ask if you have any questions about citations!

About Us

The Archives and Records Management Division of the City Auditor's Office operates the City of Portland Archives and Records Center, making city administrative and historical records accessible to the public and City employees for research and inspection in accordance with Oregon's public records laws.

[HTTPS://WWW.PORTLAND.GOV/ARCHIVES](https://www.portland.gov/archives)

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