



**Portland  
City Auditor**  
Archives & Records Management



## Citation Instructions

Please cite Portland City Archives materials in your work.

The Portland City 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:

**Portland City 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.

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:’

- Portland City Archives, AP/12345
- Portland City Archives, AF/12345
- Portland City Archives, M/12345

Please ask if you have any questions about citations!

1800 SW Sixth Ave, Suite 550  
Portland, OR 97201  
parc@portlandoregon.gov  
[portland.gov/archives](http://portland.gov/archives)  
503-823-4100

## Citation instructions, continued

☆ ARCHIVAL PHOTO	
Title	A2010-003.5638 : Unthank Park site plan - Albina Neighborhood map
Record Date	Sunday, April 1, 1962
PARC Accession	A2010-003
Record Number	AP/68456 ←
Media	
Media Detail	Color
Photo/Film Format	35 mm
Notes	Circa date
Classification	<a href="#">Portland Development Commission (PDC) - Archival - Photographs</a>
Container	<a href="#">Albina Neighborhood Improvement Program : Slides</a>

*A screenshot of a Record Entry in Efiles. The Record Number is the fourth field from the top, highlighted in yellow with a red arrow. This is the number you use when writing your citation.*

## About

The Archives & Records Management Division of the City Auditor's Office operates the Portland Archives & 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.

## Contact

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