#### **Archival Citations Source Sheet No. 10**

Anyone who intends using information or other material (including copies of photos, maps or plans) obtained from the Adelaide City Archives for research work, publication or other purposes may do so provided the Adelaide City Archives is clearly acknowledged as its source and the correct item citation included in a footnote or other appropriate reference.

References to archival sources should always be very specific and follow a consistent format. They differ from references to books and journals in that they are always part of a record series that is generally not published and therefore has little of the information available to describe publications. Archival references should indicate the administrative context of the record, showing the full name and number (in parentheses) of the creating Context Unit (i.e. the creator of the record) to be followed by the Record Series title and number if registered (also in parentheses). If the Series has not yet been registered, then the Accession number should be given together with the Item number. Where appropriate this should be followed by the title and date and page number of the Item.

**Examples**

Citations should be set out in full to conform to the following examples:

***Annual Reports***

Adelaide City Council Archives. Town Clerk’s Department (C15) Mayor’s Reports Accession 63 Item 8, 1884-85, p.31.

***Digests of Proceedings***

Adelaide City Council Archives. Town Clerk’s Department (C15) Digests of Proceedings (S35) 1925-26, p.271.

***Town Clerk’s Dockets***

Adelaide City Council Archives. Town Clerk’s Department (C15) Town Clerk’s Dockets (S3) Docket No.1078 of 1919.

***Town Clerk’s Special Files***

Adelaide City Council Archives. Town Clerk’s Department (C15) Town Clerk’s Special Files

(S4) File No. 322A ‘Royal Visit 1952’.

***City Engineer’s Dockets***

Adelaide City Council Archives. City Engineer’s Department (C16) City Engineer’s Dockets (S148) Docket No.102/1908.

***Assessment Books***

Adelaide City Council Archives. City Treasurer’s Department (C5) Assessment Books (S34) Vol.17, 1870.

***Citizens’ Rolls***

Adelaide City Council Archives. Corporation of the City of Adelaide (C40) Citizens’ Rolls

(S55) Item 28 1904-05.

***Smith Survey***

Adelaide City Council Archives. City Engineer’s Department (C16) City of Adelaide Survey Plans 1880 (S) Accession 1616.

***Building Plans***

Adelaide City Council Archives. Department of Building Surveying (C11) Building Application Plans (S17)

***Historical Photos***

Adelaide City Council Archives. Commercial Department (C13) Historical Pictorial

Collection (S59) Item 728 ‘Portrait of Sir J. Lavington Bonython (from painting) c.1929’.

Note that in the case of archival citations the descriptive elements follow a particular sequence of presentation consisting of: the custodial institution / the administrative context / the Record Series title / the Series, Accession and Item numbers / and a description of the Item. Note also the use of capitals, parentheses, quotation marks and the arrangement of punctuation in archival citations.

**Earliest Corporation Records**

These comprise boxes of unaccessioned and largely unprocessed records dating from 1840 to about 1865 (a detailed list of these records is available in the Reference and Guide Room). In the case of these records reference should be made to the number of the box containing the particular record item, and a description of the item itself, e.g.

Adelaide City Council Archives. Earliest Corporation Records. Unaccessioned Records. Box 36 Minutes of the Committee of Weights and Measures, 12 April 1853.

**Corporation Publications**

Where these have been transferred to Archives and form part of an Accession, they should be presented in accordance with the style set out for archival references, e.g.

Adelaide City Council Archives. Town Clerk’s Department (C15) *Report on the Purchase of the Adelaide Park Lands 1885* (S) Accession 141 Item 1.

For those publications that are on the shelf in the Reference and Guide Room and have not been accessioned as archives, the bibliographic style adopted should be consistent with that of other published works, e.g.

Corporation of the City of Adelaide, *City of Adelaide Heritage Study* Vol.8 (Department of Planning and Development, 1986) p.14.

**Further Information**

**City Archives:** Topham Mall, off Currie and Waymouth Streets, Adelaide 5000

**Counter / telephone enquiries:** 9**.**00 am to 5.00 pm Mondays to Fridays

**Search Room open for public research:**10.00 am to 4.00 pm Tuesdays to Thursdays

**Telephone:** +618 8203 7439

**Email:** [cityarchives@cityofadelaide.com.au](mailto:cityarchives@cityofadelaide.com.au)

**Web:** <https://cityofadelaide.com.au/cityarchives>