



Metro Archives and Special Collections

Terms of Use for Metro's Records

Unless there is a Metro copyright involved, the burden of determining whether records have copyright status and permissions falls on the researcher. Metro's Records and Information Management (RIM) program staff are not responsible for researching the copyright status of records for the public. In addition, the expectation is that researchers will give full and proper credit to Metro as their source of quotations and citations, and will cite those sources completely so that others may refer to them easily.

Allowable Uses

Metro permits and encourages personal and educational use of the agency's unrestricted records. Researchers can use Metro's records already available online for personal and educational use without special permission.

Proper Citations and Credit

Metro requires proper credit for the use of its records. This aids in facilitating the identification and retrieval of the agency's records, as publication may create further demand for access or reproduction of the records cited. Researchers are instructed to use the following credit line:

Metro Archives and Special Collections
Record # and/or Collection Title



In the event that records are reproduced online, Metro requires a link back to its website be included.

Ready to start your research?

Here are the options available to you:

- See the Metro Archives and Special Collections website for more information about what we have.
- Use Metro's online search tool – [Metro Online Records](#) - to search digital records.
- To view records that are not accessible via Metro Online Records, contact Metro's RIM program by at records@oregonmetro.gov

**Questions about Metro
Archives and Special
Collections?**

Metro's records officer
503-797-1740 or
records@oregonmetro.gov