



Ministry
of Defence

[REDACTED]
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Defence Business Services
Secretariat Team
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Ref: DBS/SEC/FOI2018/10608/[REDACTED]

E-mail: DBSRES-Secretariat@mod.gov.uk

[REDACTED]

11 September 2018

Dear [REDACTED]

Thank you for your letter of 7 August 2018 to the Ministry of Defence, seeking information about the present location and whereabouts of the medal records which were previously held at the Army Medals Office in Droitwich.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

You asked:

"I would be most grateful to know that this important archive still exists and where it can be accessed for research purposes.

I made a visit to Droitwich prior to its closure and reviewed medal files relating to the Distinguished Conduct Medal awards for 1914 and 1915, and also the issue of the 1914 Star and Clasp. "

A search for the information has now been completed within the Ministry of Defence and I can confirm no information in scope of your request is held.

However, under Section 16 of the Act (Advice and Assistance), I can say that all the First World War medal rolls are now held at The National Archives in Kew. Further information can be found at the following link:

<http://www.nationalarchives.gov.uk/help-with-your-research/research-guides/?research-category=first-world-war>

You are also able to visit the National Archives to undertake research free of charge by visiting the National Archives at the address below:

Archives and Records Knowledge Department
National Archives
Ruskin Avenue
Kew
Richmond
Surrey
TW9 4DU

Medal rolls are also available to download from www.Ancestry.co.uk. However, a charge will be incurred for the use of this service.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

A solid black rectangular redaction box covering the signature of the sender.

Defence Business Services Secretariat