



**Defence Business Services**

Secretariat  
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Ref: FOI2022/04455

[DBSRES-Secretariat@mod.gov.uk](mailto:DBSRES-Secretariat@mod.gov.uk)

14 April 2022

Dear [REDACTED]

Thank you for your email of 31 March 2022 to the DBS Medals Office, seeking information about your late father's CS 20 Medal index card.

You requested the following information:

*"I would like under the Freedom of Information act 2000 Request any information you hold on my late Father's CS 20 Medal index card.*

*Any fee you have to pay for your search, of the relevant information i am of course willing to pay.*

*I have of course took your previous advice and and got in touch with the Army personnel records office in Glasgow, and they have informed me that the they have no records kept of CS20 Card they are held in the Archives who you deal with."*

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

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

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](mailto: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 box used to redact the signature of the sender.

DBS Secretariat