



Ministry
of Defence

Defence Business Services
Secretariat
Room 6303
Tomlinson House
Norcross
Thornton-Cleveleys
Lancashire FY5 3WP

Email: DBSRES-Secretariat@mod.uk

Ref: FOI2023/02212

08 March 2023

Dear [REDACTED]

Thank you for your medal application form received 14 February 2023 to the Ministry of Defence (MOD), requesting the following information:

"Request for Reginald Alfred Reader's medal entitlement"

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 that no information in scope of your request is held.

Under the FOIA a public authority is considered to hold information that is requested if it holds the building blocks required to generate it and no complex judgement is required to produce it. In this case the MOD does not hold a medal card for the named individual. This is because as part of the Defence Records Management Project, a percentage of archived service files have been transferred to The National Archives. Please see the link below for more information:

<https://www.nationalarchives.gov.uk/about/news/mod-records-project/>

The required files have been transferred as part of the project and the MOD is therefore not able to provide the medal entitlement under the FOIA, as all the building blocks required to generate the information are not held.

Under Section 16 of the FOIA (Advice and Assistance) I can advise that the MOD Medal Office (MODMO) provides a service under which they will obtain the records from The National Archives on your behalf and conduct a Medal Assessment. In order to assist you I have sent your request to the appropriate team for consideration, and they will contact you directly. For your information the Team can be contacted at:

MOD Medal Office
Room G36
Innsworth House
Imjin Barracks
Gloucester
GL3 1HW

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 black rectangular redaction box covering the signature of the sender.

DBS Secretariat Team