

<b>C.S. 20 Army Medal Index Cards</b> Digitisation and Licensing Procurement Document	THE	
	NATIONAL	
	ARCHIVES	

## Description

The National Archives (TNA) is a non-ministerial government department and part of the Department for Digital, Culture, Media and Sport. As the official archive and publisher for the UK government, and England and Wales we are the guardians of some of the UK's most iconic national documents, dating back over 1,000 years. Our role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible.

The National Archives is seeking expressions of interest for the digitisation, licensing and publication of the C.S. 20 Army Medal Index Cards. The project will be to digitise, transcribe and publish online the collection. The contract award will include a commercial licence to publish the images online, (and associated transcription data produced by the project) and to undertake all the required processes to complete this (including such activities as digital image capture and transcription of data, to allow for meaningful searches of the records' online publication), for which TNA will expect a commercial return.

Please submit your Expression of Interest to: [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by:  
**17:00 on Friday 25th August 2023.**

## Background on the C.S. 20 Army Medal Cards.

The C.S. 20 Army Medal Cards were the method by which officers and other ranks with Second World War medal and star entitlement could apply to receive those awards.

There are no Second World War medal card rolls and service medals were not awarded automatically, rather they were applied for using C.S. 20 Army Medal Cards either by qualifying individuals or their relatives, often posthumously, sometimes many years after the end of the war.

Medals and stars were not engraved with the bearer's name, as such C.S. 20 Army Medal Cards are an indispensable resource for researching such awards. Awards were sometimes recorded in form B103 of the MOD personal service records

Estimate of the size of the collection range from between 1.6 and 2.2 million double-sided cards. By the publication of the tender that estimate will become an accurate count.

### Closure status

For the purposes of this digitisation and publication tender:

- C.S. 20 Army Medal Cards may be published after 100 years has elapsed from the date of birth of the data subject. Occasionally subjects ages are not recorded, or difficult to establish, in which case individuals should be considered 18 years of age at the end of the Second World War.

Further conditions will apply on redaction of data which may breach the Data Protection Act 2018 and UK GDPR.

### Expression of Interest Timeline

	Description	Date
1	Deadline for Expressions of Interest submissions	5pm UK time, 25 <sup>th</sup> August 2023
2	Invitation to Tender published to interested potential suppliers	1 <sup>st</sup> Sept 2023

### Indicative procurement timeline

	Description	Date
1	Timebox for potential suppliers to view the C.S. 20 Medal Index Cards and meet with TNA to test ideas.	11-15 Sept 2023
2	Deadline for potential suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gsi.gov.uk">procurement@nationalarchives.gsi.gov.uk</a>	5pm UK time, 22 Sept 2023
3	Deadline for potential suppliers to submit their responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	5pm UK time, 29th Sept 2023

4	TNA to evaluate responses and to identify winning bidder	6 Oct 2022
5	Standstill period ends	20 Oct 2022