

<b>MOD Service Records, Home Guards, Collation 110057</b> Digitisation and Licensing Procurement Document	THE	
	NATIONAL	
	ARCHIVES	

## Description

The National Archives 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 Home Guard Service Records, both from WWII, 1940-45 and in the 1950s. The project will be to digitise, transcribe and publish online the 4 million individual Home Guard service records previously held by the MoD. 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.

To express your interest in this opportunity, please email us at [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **12 noon UK time, 5th April 2024** and we will email you the full ITT package shortly after the closing of the EOI window.

## Background on the MOD Home Guards Service Records.

This collation is part of a multi-year transfer of 14 million service records (74 collations) from the MoD to The National Archives (TNA). Four collations have already been tendered with digitisation underway.

TNA now seeks a Supplier to digitise, license and publish the four million (estimate) service records of the Home Guard.

### **This tender is for collation 11057 of the MoD Service Records – Home Guards**

These records are the service records of individuals serving in the Home Guard, predominantly during the Second World War, with a small percentage (2.3%) covering the 1950s creation of a peacetime Home Guards. The primary document of focus is Army Form W. 3066, Form of Enrolment in the Home Guard, previously 'Form of Enrolment in the Local Defence Volunteers'.

Form W. 3066 contains personal information including, name, address, DOB and service information such as length of service and discharge details.

This collection also contains a variety of other forms, handwritten letters, loose documents, which are optional for digitisation for the purposes of this tender. Medical records are excluded from this tender.

### **Closure status**

As of 2023, approximately 14% of the 1940-45 component of the collection remain closed under the 100-year rule although they will continue to mature beyond the 100-year mark, year on year, and may be published accordingly. The age profile of the 1950s component is not yet known.

Further conditions will apply on redaction of personal data to ensure compliance with the Data Protection Act 2018 and UKGDPR.

### **Expression of Interest Timeline**

	Description	Date
1	Deadline for Expressions of Interest submissions	12 noon UK time 4 <sup>th</sup> April 2024
2	Successful Eoi Suppliers informed. Invitation to Tender, published to shortlisted suppliers (anticipated)	By 5pm UK time 5 <sup>th</sup> April 2024

## Indicative tender timeline

	Description	Date
1	Invitation to Tender issued to interested parties	5 <sup>th</sup> April 2024
2	Timebox for potential suppliers to view Army Form W 3066, and meet with TNA to test ideas.	6 <sup>th</sup> - 17 <sup>th</sup> May 2024
3	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, 31 <sup>st</sup> May 2024
4	Deadline for potential suppliers to submit their responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	5pm UK time, 5 <sup>th</sup> July 2024
5	TNA to evaluate responses and to identify winning bidder	26 <sup>th</sup> July 2024
6	Standstill period ends	5 <sup>th</sup> August 2022