

## A guide to the Digital Continuity guidance



Digital continuity is the ability to use your information in the way that you need, for as long as you need.

At the heart of the Digital Continuity Service is a package of guidance, available from: [nationalarchives.gov.uk/dc-guidance](https://nationalarchives.gov.uk/dc-guidance)

The service also includes a risk assessment process, a framework of commercial tools and services, and DROID, a free file profiling tool.

### Step by step guidance

Our guidance defines and then follows a four stage process to help you to manage digital continuity.

#### 1. Plan for action

- *Understanding Digital Continuity*
- *Managing Digital Continuity*
- *What Does Digital Continuity Mean for You? An Overview of the Benefits*
- *Glossary*

#### 2. Define your digital continuity requirements

- *Identifying Information Assets and Business Requirements*
- *Information Asset Register template*
- *Mapping the Technical Dependencies of Information Assets*

#### 3. Assess and manage risks to digital continuity

- *Risk Assessment Handbook*
- *Testing for Continuity Checklist*

#### 4. Maintain digital continuity

- *Embedding Digital Continuity in Information Management*
- *Incorporating Digital Continuity into your IT Strategy*
- *Embedding Digital Continuity into your IT Environment*
- *Change Management for Digital Continuity Senior Responsible Owners*
- *Digital Continuity for Change Managers*
- *Migrating Content between EDRMS*
- *EDRMS Migration project checklist*
- *Digital Continuity to Support Forensic Readiness*
- *Machinery of Government Changes*

#### Additional Stage 4 guidance coming soon...

- *Managing the Continuity of Datasets*

## Guidance on tools

We have guidance on using tools that will help you to understand your information, mitigate risk and restore continuity.

- *DROID: How to Use it and How to Interpret Results*
- *Evaluating Your File Formats*
- *File Format Conversion*
- *A Customer Guide to the Digital Continuity Framework*
- *Digital Continuity in ICT Services Procurement and Contract Management*

## Managing continuity loss

We have high-level guidance to help you to understand the actions you can take to restore continuity and manage your digital continuity loss incident. This is backed up by more detailed troubleshooting guidance to help you narrow down your particular failure of digital continuity and why it may have happened.

- *Managing Digital Continuity Loss*

## Role specific guidance

We have role-specific guidance for those involved in managing digital continuity:

### SROs

- *Managing Digital Continuity*
- *Change Management for Digital Continuity Senior Responsible Owners*

### IAOs

- *The Role of the Information Asset Owner: A Practical Guide*
- *IAOs and Digital Continuity*

### Change managers

- *Digital Continuity for Change Managers*

### SIROs

- *The Role of the Senior Information Risk Owner*
- *Digital Continuity to Support Forensic Readiness*

### IT Service Managers

- *ITIL White Paper for IT Service Managers*

### Procurement teams

- *A Procurement Guide to the Digital Continuity Framework*