

The Digital Continuity Framework



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

The Digital Continuity Framework is part of a service that will help you to manage your digital continuity.

A framework is a catalogue of suppliers, pre-approved to offer specified tools and services with pre-negotiated prices and conditions. Using a framework means that public sector organisations can contract their services knowing that EU tender obligations have been fulfilled. This saves time and money.

The Digital Continuity Framework is divided into six 'Lots', or categories. Three offer services and three offer technology tools.

Information management services

To manage digital continuity you need to know what you've got, in what format, where it is, how much of it you have and how you use it.

Information management services can help you to **find** and **understand** your information: for example to audit what information you have, better organise file plans, understand information risks, and develop retention schedules.

Data storage consultancy

Many organisations store vast quantities of digital information, but this can cause problems. Storing everything can make information harder to find – and if you can't find the information you need, you've lost digital continuity.

Data storage consultancy can help you to **find** and **open** your information. It can reduce the amount of information you store (making it easier to find what's of value). It can help you to make sure that availability, back-ups, business continuity and disaster recovery clearly meet identified business needs. It can ensure appropriate selection of media to support digital continuity.

Data conversion and migration services

These services can help you **open** and **work with** your information, for example ensuring it doesn't remain in obsolete or no longer used systems and formats. Services cover documents, audio and diagrams, emails, collaboration systems and electronic document and records management systems.

eDiscovery solutions

Loss of digital continuity can happen when you can no longer find your information, or understand it, for example because you've lost appropriate context and metadata.

eDiscovery solutions can help you to **find** and **understand** your information, identify related information, prevent loss of continuity caused by access controls, and provide appropriate audit trails.

Data quality solutions

Loss of digital continuity can also happen because information is unusable, for example because data quality has degraded over time. This may affect your ability to **trust** and **work with** your information. Data quality solutions provide a range of options for improving the quality of your data.

Digital archiving solutions

These can help you to archive information in a way that supports its ongoing digital continuity.

You can use them to help you **trust, find** and **open** your information, for example by ensuring an appropriate record of provenance data, ensuring the integrity of archived information, or enabling easy discovery and retrieval of it. This may reduce your storage costs and also contribute towards Green IT agendas.

Using the Digital Continuity Framework

The Digital Continuity Framework, and *A Customer Guide to the Digital Continuity Framework* is available from:

nationalarchives.gov.uk/dc-framework

The Digital Continuity Service

The Digital Continuity Framework is part of a wider Digital Continuity Service offered by The National Archives. The service also includes guidance, advice and support, risk assessment, and DROID (a free file profiling tool).

The Digital Continuity Service is available from:

nationalarchives.gov.uk/digitalcontinuity