

## The Digital Continuity Service



Do we have the right processes in place to protect essential information from the fast pace of technological change?

digital information **matters**

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

The National Archives' Digital Continuity Service is a flexible package of guidance, advice and support, risk assessment and technical tools and services, including DROID (a free file profiling tool). You can use it to help you mitigate risks to digital continuity and manage your information.

The flexibility of the service means you can tailor your use of it to meet your specific needs.

For example, you could run a full-scale digital continuity project in your organisation, using the service to support it.

Or you could take a more gradual approach, selecting elements of the service that are useful to your immediate needs, and benefiting from all of the various service elements over time.

### Service availability

The Digital Continuity Service is free to the public sector and available from:

[nationalarchives.gov.uk/digitalcontinuity](https://nationalarchives.gov.uk/digitalcontinuity)

### Guidance

Our high level guidance helps you to understand digital continuity, including key risks and opportunities, consequences and benefits, and a four-stage process for managing it.

Our 'how to' guidance covers a range of specific issues, for example on different file formats, carrying out a risk assessment and managing change. Role-specific guidance, for instance for Information Asset Owners, is also available.

Guidance is available from:

[nationalarchives.gov.uk/dc-guidance](https://nationalarchives.gov.uk/dc-guidance)

## Risk assessment

The service includes a risk assessment process that you can use to understand your organisation's specific digital continuity issues and risks. Central Government departments can request a supported assessment from The National Archives.

A self-assessment tool for the wider public sector is available from:

[nationalarchives.gov.uk/dc-riskassessment](https://nationalarchives.gov.uk/dc-riskassessment)

## Commercial tools and services

Technical tools and services to manage digital continuity are available from our commercial framework. The tools and services include:

- information management services
- data storage consultancy
- data conversion and migration services
- eDiscovery solutions
- data quality solutions
- digital archiving solutions

The Digital Continuity Framework is available from:

[nationalarchives.gov.uk/dc-framework](https://nationalarchives.gov.uk/dc-framework)

## DROID: a free file profiling tool

Our service also includes a free file profiling tool called DROID, which you can download

via our website. It will tell you what files you've got, their format, size and last modified date.

You can use this information to make informed information management decisions, and plan the actions you'll need to take to manage digital continuity. DROID is available from:

[nationalarchives.gov.uk/droid](https://nationalarchives.gov.uk/droid)

## Training

The National Archives can deliver training on digital continuity to groups within central government departments upon request.

Our training equips attendees with the knowledge and practical approaches required to manage their organisation's digital continuity.

Training is also available to the wider public sector periodically through the year.

To check for availability and to register your interest visit:

[nationalarchives.gov.uk/dc-training](https://nationalarchives.gov.uk/dc-training)

## Further help and support

If you have any questions or need further help in applying the tools and guidance to your organisation, please email us:

[digitalcontinuity@nationalarchives.gsi.gov.uk](mailto:digitalcontinuity@nationalarchives.gsi.gov.uk).