

A guide to digital continuity guidance

Getting started

Our high level guidance helps you to understand digital continuity, gives you an overview of the benefits and outlines a four-stage process for managing digital continuity.

Step by step guidance

This hands-on guidance guides you through the following four-stage process for managing digital continuity:

1. Plan for action

Guidance on assigning responsibilities, setting up a team and agreeing priorities.

2. Define your digital continuity requirements

Guidance on how to make sure your information and IT management support how you need to use your information for as long as you need.

3. Assess and manage risks to digital continuity

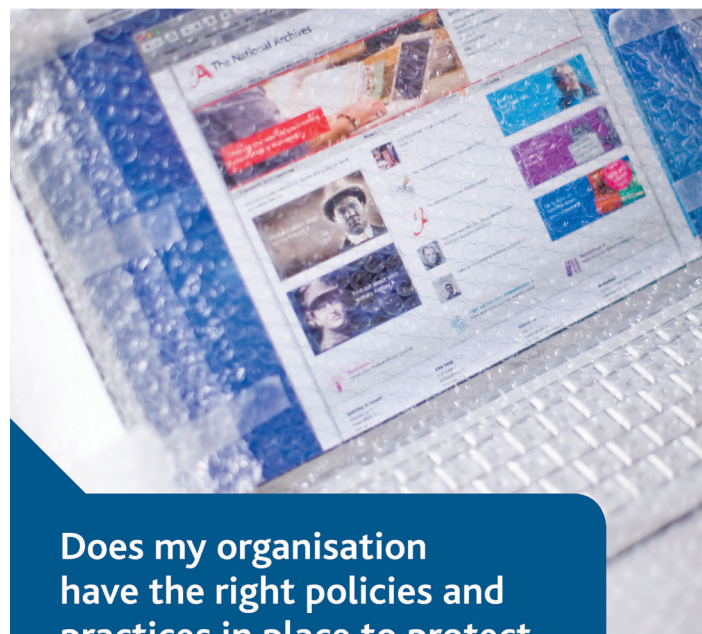
A risk assessment handbook and guidance on testing for continuity following change.

4. Maintain digital continuity

Managing digital continuity through organisational and technical change.

Guidance on tools

Guidance on using tools that will help you to understand your information, mitigate risk and restore continuity. For example on how to use our free file profiling tool, DROID, evaluating your file formats and file format conversion and using an Information Asset Register.



Does my organisation have the right policies and practices in place to protect its digital information?

digital information **matters**

Role specific guidance

For change managers, Senior Responsible Owners, Information Asset Owners, Senior Information Risk Owners, IT Service Managers, procurement teams.

Managing digital continuity loss

High level guidance to help you take action to manage a failure of digital continuity.

The Digital Continuity Service includes a raft of guidance to help you manage your digital continuity. It is available from: nationalarchives.gov.uk/dc-guidance.