

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

Your information is usable if you can:

- **find** it when you need it
- **open** it as you need it
- **work with** it in the way you need to
- **understand** what it is and what it is about
- **trust** that it is what it says it is.

Usable = available + complete

Usable: your information meets your requirements for how your business needs to use it.

Available: you can find what you need and you have the technology to open it and work with it in the way you need.

Complete: you have everything you need to use, understand and trust the information, including the content, context and all the necessary metadata.