

Method for managing personnel and civil servant records at the Department of Home Affairs - Cao Bang Province

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Abstract: In the current context, effective management of cadres and civil servants' records has become a key factor in improving the quality of the workforce. This topic focuses on building and implementing an electronic record management system at the Department of Home Affairs of Cao Bang Province. The main objective is to enhance the efficiency of managing personal information of cadres and civil servants through the application of information technology. The research methodology includes practical analysis and testing of the new system. The expected results not only improve transparency and record management but also contribute to the sustainable development of the cadre and civil servant workforce.

Keywords: Records management, information technology, civil servants, Department of Home Affairs, Cao Bang Province