

Application of information technology in document management at Pa Khoa Commune People's Committee, Sin Ho District - Lai Chau

Ly A Bong

Abstract: This topic aims to examine the necessity of applying information technology (IT) in document management at the People's Committee of Pa Khoa commune, Sin Ho district, Lai Chau province. The objective is to build an effective document management system to optimize the process of processing and storing information. The research method combines theoretical analysis and experimental implementation of IT applications in local document management. The expected results will bring significant improvements in the quality and speed of work of administrative offices, while contributing to promoting the development of information technology in the field of state management.

Keywords: Information technology, Document Management, Commune People's Committee, Pa Khoa, Sin Ho