

Application of Microsoft Access software in managing personnel records of officials and civil servants at the People's Committee of Bao Yen District, Lao Cai Province.

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Abstract: In the current context, applying information technology to improve management efficiency and serve public officials and employees is a necessary issue. This study focuses on researching and implementing a personnel record management system using Microsoft Access software at the People's Committee of Bao Yen District, Lao Cai Province. Through a process of practical survey and analysis, the study develops and implements a solution to optimize the record management process. The expected research results will provide the local agency with a modern management tool, contributing to improving work performance and the quality of service to the people.

Keywords: Microsoft Access, record management, Bao Yen District People's Committee, information technology, civil servants