

Improving the efficiency of document and archive management at the People's Committee of Pu Sam Cap Commune, Sin Ho District, Lai Chau Province.

Chang A Tua

Abstract: This topic focuses on improving the efficiency of document and archive management at the People's Committee of Pu Sam Cap Commune, Sin Ho District, Lai Chau Province. Aiming to solve the problem of outdated information processing and document preservation procedures, the topic applies a practical research method combined with modern management principles. Through the implementation process, the project expects to achieve the goal of enhancing the quality of public services and improving the work performance of staff at the Commune People's Committee, thereby contributing to the sustainable development of the locality.

Keywords: Document management, Document archiving, Commune People's Committee, Public service, Information technology