

Application of Information Technology in Document Management at Vong La Commune People's Committee - Dong Anh - Hanoi

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Abstract: This topic aims to focus on solving the problem of inefficient document management at the People's Committee of Vong La Commune, thereby enhancing information management capacity and citizen service. The objective is to build a document management system using Information Technology (IT) to automate the document processing and storage workflow. The research methodology includes assessing the current situation, analyzing system requirements, designing, and deploying the IT application. Expected results include higher work efficiency, reduced workload for staff, and providing accurate information quickly to citizens.

Keywords: IT, document management, Vong La Commune People's Committee, Dong Anh - Hanoi