

# **Application of information technology in archival work at Chieng Lao Commune People's Committee, Muong La District, Son La Province**

**Quang Van Coi**

**Abstract:** In the context of modernizing state administrative management, the application of information technology (IT) to archival activities at the Chiềng Lao Commune People's Committee holds significant importance. The study aims to analyze the current state of traditional archiving and propose optimal solutions based on IT to enhance management efficiency. Through research, the study combines field survey methods and data analysis to build an electronic archiving system suitable for local conditions. The expected results are to improve the quality of information services, reduce workload burdens, and contribute to the modernization of management at the Chiềng Lao Commune People's Committee.

**Keywords:** Application of IT, electronic storage, administrative management, Commune People's Committee