

Application of Information Technology in document management at Minh Xuan Commune People's Committee, Luc Yen District, Yen Bai Province

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Abstract: This topic aims to identify and solve the problem of inefficient document management currently at the Minh Xuan Commune People's Committee, Luc Yen District, Yen Bai Province. Through theoretical research combined with experimental implementation of information technology applications, the topic hopes to build a document management support system to improve quality and enhance the efficiency of administrative work at the local level. The results of the topic not only contribute to promoting the application of information technology in document management but also open a sustainable development direction for administrative agencies at the commune level.

Keywords: Information Technology, Document Management, Minh Xuan Commune People's Committee