

Application of information technology in document management at Mau Son Commune People's Committee, Loc Binh District, Lang Son Province

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Abstract: In the context of the strong development of information technology (IT), the application of IT to document management at the People's Committee of Mau Son Commune, Loc Binh District, Lang Son Province has become extremely necessary. This research aims to build an effective document management system, enhancing the productivity and work quality of office staff. The research methodology includes both theoretical and experimental aspects. Through the implementation process, the research expects to achieve significant improvements in document management and storage, while contributing to the overall development of local administrative management.

Keywords: Information Technology, Document Management, Mầu Son Commune People's Committee