

Improving the efficiency of managing outgoing and incoming documents at the People's Committee of Binh Duong Commune, Dong Trieu Town, Quang Ninh Province.

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Abstract: In the context of information technology development, the management of incoming and outgoing documents at the People's Committee of Binh Duong commune, Dong Trieu town, Quang Ninh province has become an issue that needs to be addressed. This topic aims to improve management efficiency by building an automated document management system based on information technology. The research method combines theory with experimentation to ensure the system's suitability and effectiveness. The expected result is a significant improvement in the process of storing, retrieving, and processing documents, thereby enhancing work productivity at the commune People's Committee.

Keywords: document management, information technology, Commune People's Committee, improve efficiency