

# **Application of information technology in the preparation and management of records at Nhu Khe Commune People's Committee, Yen Son District, Tuyen Quang Province**

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**Abstract:** In the current context, the application of information technology (IT) to the creation and management of records in administrative agencies is increasingly valued due to its efficiency and convenience. This study aims to research and propose solutions for implementing IT in the operations of the People's Committee of Nhu Khe Commune, Yen Son District, Tuyen Quang Province. The research methodology includes synthesizing information, analyzing the current situation, and conducting surveys with relevant stakeholders. The expected outcome is that the application of IT will significantly improve the performance of records management, while contributing to the sustainable development of the local administrative system.

**Keywords:** Information technology, Records management, Commune People's Committee, Nhu Khe Commune