

Improving efficiency in managing personnel records of officials and civil servants at the Department of Home Affairs of Thai Nguyen

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Abstract: This topic aims to assess the current situation and propose solutions to improve the efficiency of managing personnel records for cadres and civil servants at the Department of Home Affairs of Thai Nguyen province. Through theoretical research and practical analysis, the main objective is to build an electronic storage system that ensures safety and convenience in information access. The method combines document research and expert interviews, while also conducting a pilot implementation in some units under the Department of Home Affairs. The expected results are to enhance effective record management, optimize work processes, and improve professional capacity for staff.

Keywords: Document management, Information technology, Administrative agency capacity, Thai Nguyen