

Application of information technology in the preparation and submission of records and documents to the agency archive at the People's Committee of Nuoc Hai town, Hoa An district, Cao Bang province.

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Abstract: This topic aims to research and implement a solution using information technology (IT) to improve efficiency in the process of creating and archiving records and documents at the People's Committee of Nuoc Hai town. The objective is to build an electronic records management support system to reduce time, costs, and enhance the accuracy of information storage. The research method includes analyzing the current state of work, designing the system based on modern IT models, and conducting a pilot implementation at the People's Committee of Nuoc Hai town. The expected result is to improve the capacity for electronic records management in administrative agencies, thereby contributing to enhancing the operational efficiency of the local government.

Keywords: information technology, electronic records management, document storage