

# **Improving the efficiency of document management at the People's Committee of Ngoc Thien Commune - Tan Yen District - Bac Giang Province**

**Nguyen Thi Hien**

**Abstract:** This topic focuses on analyzing the actual context of document management at the People's Committee of Ngoc Thien Commune, identifying existing problems and their causes. The main objective is to improve the efficiency of document management through research and application of modern methods in office management. The methodology combines theoretical research and experimentation to build a suitable document management system. The expected results of the topic will contribute to significantly improving work performance and the quality of document management at the local level, thereby creating high practical application value.

**Keywords:** Document management, Ngoc Thien Commune People's Committee, Bac Giang Province, Office management system, Information technology