

Application of information technology in document organization and management at the People's Committee of Vinh Son Commune, Song Cong City, Thai Nguyen Province

Nguyen Thi Hong Tuyet

Abstract: In the current context, the application of information technology (IT) to the operations of administrative agencies is an inevitable trend aimed at improving management efficiency and quality. This thesis aims to research and propose solutions for applying IT to document management and organization at the People's Committee of Vinh Son Commune, Song Cong City, Thai Nguyen Province. Through a process of practical survey and analysis of current methods, the thesis employs a combined approach of theoretical research and experimentation to build an electronic document management system. The expected results will contribute to enhancing the information management capacity of local administrative agencies.

Keywords: IT, document management organization, Commune People's Committee, technical solution