

Improving the efficiency of document management at the Thai Nguyen Provincial Archives and Records Office based on the application of 1C software.

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Abstract: This topic aims to study and propose solutions to improve the efficiency of document management at the Office of Records and Archives of Thai Nguyen province through the application of the 1C enterprise management software. The practical context shows that the need to modernize document management is urgent to meet the requirements of information technology development in administrative agencies. The objective of the research is to build an automated document management system based on the 1C software, thereby reducing the workload for employees and improving the quality of service to citizens. The method combines theoretical research and experimental implementation of the application at the Office of Records and Archives of Thai Nguyen province. The expected result is to contribute to improving the document management capacity of the agency, while bringing practical application value in the field of records and archives.

Keywords: Document management, 1C Software, Sub-department of Records and Archives, Experimental research