

Building a document management program for the Yen Bai City Party Committee.

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Abstract: This topic focuses on building and deploying an electronic document management system to enhance the operational efficiency of the Yen Bai Provincial Party Committee. The selection of this topic is based on the practical need for modernizing administrative management within Party organizations. The objective is to design and develop a system that meets the requirements for tracking and processing documents quickly and accurately. The research method combines theory with experimentation to ensure the scientific validity and effectiveness of the solution. The expected outcome is to improve the quality of administrative management while saving time and resources.

Keywords: Document management, electronic, Yen Bai City Party Committee, modernization, Party organization