

## **504.1601 Corporate records.**

1. A corporation shall keep as permanent records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or directors without a meeting, and a record of all actions taken by committees of the board of directors as authorized by section 504.826, subsection 4.
2. A corporation shall maintain appropriate accounting records.
3. A corporation or its agent shall maintain a record of its members in a form that permits preparation of a list of the names and addresses of all members, in alphabetical order by class, showing the number of votes each member is entitled to vote.
4. A corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.
5. A corporation shall keep a copy of all of the following records:
  - a.* Its articles or restated articles of incorporation and all amendments to them currently in effect.
  - b.* Its bylaws or restated bylaws and all amendments to them currently in effect.
  - c.* Resolutions adopted by its board of directors relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members.
  - d.* The minutes of all meetings of members and records of all actions approved by the members for the past three years.
  - e.* All written communications to members generally within the past three years, including the financial statements furnished for the past three years under section 504.1611.
  - f.* A list of the names and business or home addresses of its current directors and officers.
  - g.* Its most recent biennial report delivered to the secretary of state under section 504.1613.