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. 2004 Acts, ch 1049, §167, 192
 Referred to in §504.1602