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The laws require corporations to maintain the following 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;
- A record of all actions taken by committees;
- Appropriate accounting records (an income statement and balance sheet must be made available to members each year);
- A record of its members, in alphabetical order by class, showing the number of votes each member is entitled to cast;
- Its articles of incorporation and bylaws, and all amendments to them currently in effect;
- Certain resolutions adopted by its members or board of directors relating to directors and members;
- All written communications to members and financial statements for the past three years;

Members are entitled to inspect and copy, at a reasonable time and location specified by the corporation, the records described above and the membership list, if the member gives the corporation written notice at least five business days before the date on which he/she wishes to inspect and copy.

A member can inspect and copy the accounting records and membership list only if his demand is made in good faith and for a proper purpose; if he describes with reasonable particularity his purpose and the records he desires to inspect; and if the records are directly connected with this purpose