

The Tennessee Attorney General's Office provides a [Nonprofit Guidebook](#) that, while primarily aimed at public benefit non-profits, includes record keeping guidance applicable to mutual benefit corporations. This guidebook, referenced on page 8 under "Board Judgment," aligns with statutory requirements and offers best practices, suggesting no significant distinction in record keeping between the two types for operational purposes.

Record-Keeping Requirement Checklist

| Record Type | Details |
|---|---|
| Minutes for all board meetings | Must be maintained under Tennessee law. |
| Records of board member actions taken without a meeting | Must be maintained under Tennessee law. |
| Records of actions taken by board committees as delegated by the board | Must be maintained under Tennessee law. |
| Appropriate accounting records, including annual financial statements | Must be maintained under Tennessee law. |
| Membership lists, including names, addresses, and votes | Must be maintained, showing names and addresses in alphabetical order and the number of votes each member is entitled to. |
| The charter and all amendments currently in effect | Must be maintained under Tennessee law. |
| The bylaws and all amendments currently in effect | Must be maintained under Tennessee law. |
| Board resolutions relating to any class or category of members | Must be maintained under Tennessee law. |
| Minutes of all members' meetings and approvals for the last three years | Must be maintained under Tennessee law, for the last three years. |
| Any written communication to the members for the last three years | Must be maintained under Tennessee law, for the last three years. |
| Names and business or home addresses for current officers and directors | Must be maintained under Tennessee law. |
| The most recent annual report filed with the secretary of state | Must be maintained under Tennessee law. |

This table, derived from the guidebook, reinforces the statutory obligations and provides a practical checklist for HOA compliance.