

Use this list to prepare, maintain, and review records.

PROCEDURE	YES/NO	COMMENTS
Complete and accurate minutes; excludes extraneous or irrelevant matter		
Typed, printed, or if necessary handwritten (in permanent ink)		
Bound book/one signed original		
Pages numbered at outside top edge of each page (suggested format: current year and sequential page number 2011-1, 2011-2, etc.)		
Every page signed/initialled by secretary		
Minutes of each meeting signed by presiding officer and secretary		
Time and place of each meeting stated in words		
Date, place, and name of group meeting at the top of each page		
Minutes state by what authority meeting is held		
Minutes state that a quorum was present		
Minutes state that meetings opened/closed with a prayer/benediction		
Name of presiding officer and names of those present are recorded		
Items of business indicated by paragraph headings/margin notes for subject headings		
All numbers written in words, followed by numerals; e.g., twenty-five (25)		
Committee reports are included in minutes/appendix using consecutive numbering		
States clearly proceedings and motions, in full, with names of corresponding movers and seconders		
States clearly within the minutes the disposal of all motions, resolutions, reports, petitions		
All erasures and changes have been initialled in margin by secretary		
No changes after the records are confirmed except by court or higher court		
Fills vacant space on the page between record of meetings using diagonal ruled lines		
Avoids use of initials		
Index appended		
Record of archived material		

*Based on section 92 of *The Manual, 2010*