

Finding Annual Reports (& other SEC filings)

All companies, foreign and domestic, are required to file reports with the [Securities and Exchange Commission](http://www.sec.gov). They do this electronically through a government database called [EDGAR](http://www.edgar.gov).

These freely accessible reports can be accessed in a few different ways which are outlined below.

Finding Ticker Symbols

When looking for SEC filings it is preferable to use the company's Ticker Symbol.

To find this you can go to Yahoo Finance's ticker symbol lookup:

<http://finance.yahoo.com/lookup>

1. Through the EDGAR website: <http://sec.gov/edgar.shtml>

A. Click on "companies and other filers"

Search the EDGAR Database

For detailed descriptions of the different ways you can search EDGAR, please read our [Quick EDGAR Tutorial](#).

See [EDGAR Search Updates](#) to review improvements in display and function for EDGAR searches.

General-Purpose Searches

[Companies & Other Filers](#)

Find companies (or mutual funds) and associated filings.

Special-Purpose Searches

[Effectiveness Notices](#)

[CIK Lookup](#)

B. Click on "search for company filings"

SEC Filings & Forms (EDGAR)

All companies, foreign and domestic, are required to file registration statements, periodic reports, and other forms electronically through EDGAR. Anyone can access and download this information for free. Here you'll find links to a complete list of filings available through EDGAR and instructions for searching the EDGAR database.

- Quick EDGAR Tutorial
- [Search for Company Filings](#)
- Descriptions of SEC Forms
- SEC Forms List (PDF versions)
- About EDGAR
- Search EDGAR Comment Letters
- FTP Users
- Indices
- Documentation For EDGAR Data Disseminated Before 09/28/1995
- SIC Codes
- Information for EDGAR Filers
- How to Request Paper Documents

C. Enter the company name or ticker symbol.

Results Page: Click on "html" or "text" to view.

Enter your search information:

Company name:

or **CIK** or Ticker Symbol: (Central Index Key)
(Tickers for 9900 largest publicly traded companies)

or File Number:

or **State/Country**: (two-letter abbreviation)

and/or **SIC**:

and Ownership Forms 3, 4, and 5? Include Exclude Only

BORDERS GROUP INC (0000940510)

SIC: **5940** - Retail-Miscellaneous Shopping Goods Stores
State location: **MI** | State of Inc.: **MI** | Fiscal Year End: 0525

Business Address 100 PHOENIX DRIVE ANN ARBOR, MI 48108 (734) 477-1100

Mailing Address 100 PHOENIX DRIVE ANN ARBOR, MI 48108

Key to Descriptions
[Paper] **Paper filings** are available by firm number.
[Cover] Filing contains an SEC-released cover letter or correspondence.

Items 1 - 12

Form	Formats	Description	Filing Date	File/Film No
10-K	html text	1 KB Annual report [Section 13 and 15(d), not S-K Item 405] Acc-no: 0000950124-07-001905 (34 Act)	2007-03-30	001-13740 07734220
10-K	html text	893 KB Annual report [Section 13 and 15(d), not S-K Item 405] Acc-no: 0000950124-06-001751 (34 Act)	2006-04-05	001-13740 06742480

To limit filing results, enter form type or date (as 2002/05/23).

Form Type:

Prior to:

Ownership? Include Exclude Only

2. Through the [Lexis Nexis](#) database accessible through the Library's webpage.

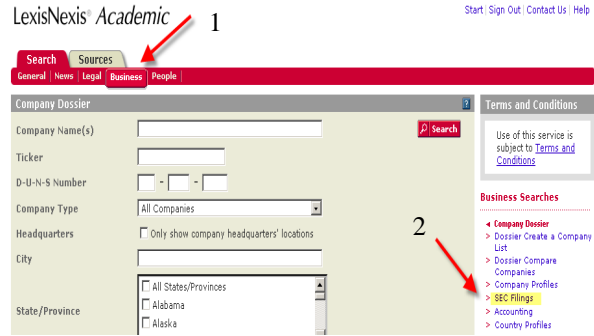
Library Webpage

The Library's website can be accessed through [My Arcadia](#).

Click "Library" in the "Tools" list.

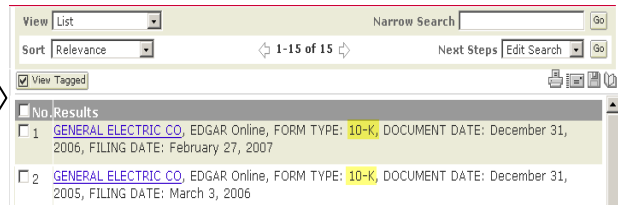
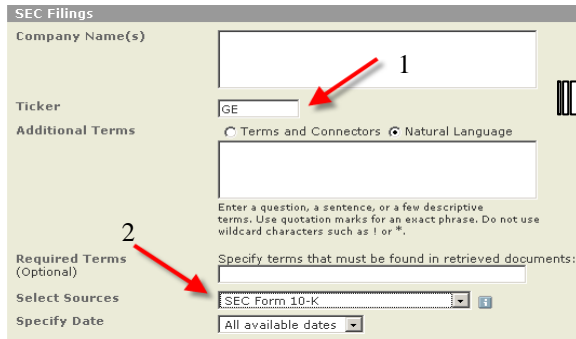
Go to the "Business Room" in the "Explore a Room" module to find Lexis Nexis.

A. Click on the "Business" tab (1) & then "SEC Filings" (2).



B. Type in the ticker symbol (1) & select a report type (2).

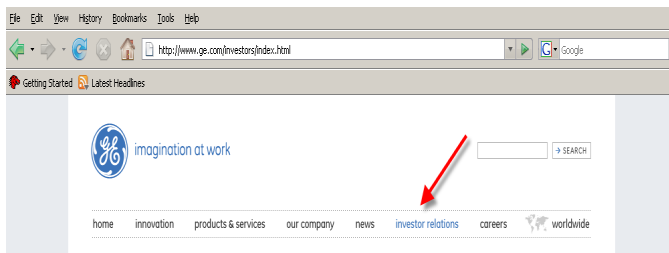
Results Page: Click on the report to view.



Look for the "Download Table" link to download financial information into an Excel spreadsheet.

3. Through a company's website

Look for a page called "Investor Relations"



Note that information found on a company website may not be as detailed or complete as the official SEC Filings.

Types of SEC Filings

Annual Reports (10-K): Filed 90 days after the end of the fiscal year. Includes financial data and other information.

Quarterly Reports (10-Q): Filed within 45 days of the end of each quarter for the first three quarters of a company's fiscal year.

8-K: A report of unscheduled material events or corporate changes deemed of importance to shareholders or to the SEC.

20-F: Filed by companies registered in foreign countries whose securities trade on stock exchanges in the US.