



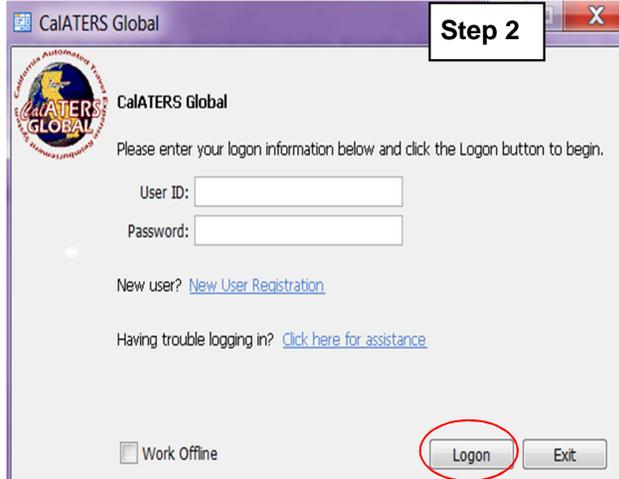
# Form Archive Retrieval

Completed (paid) forms will be taken off the Work Queue after 30 days and placed in Archive.  
Forms created by a Submitter for an Employee can only be accessed on the Archive by the Employee.

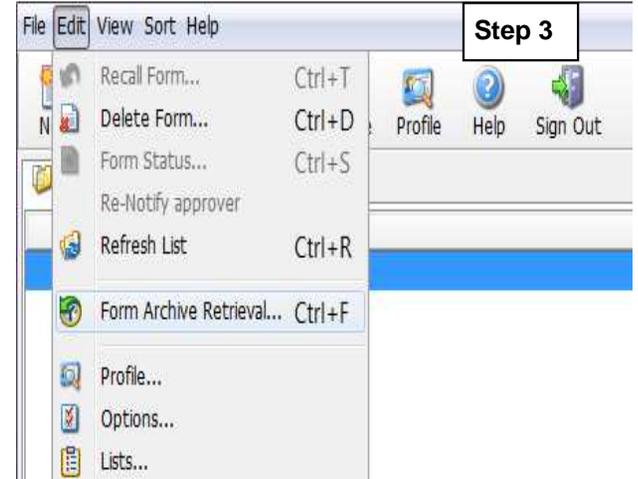


[www.sco.ca.gov/calaters\\_global.html](http://www.sco.ca.gov/calaters_global.html)

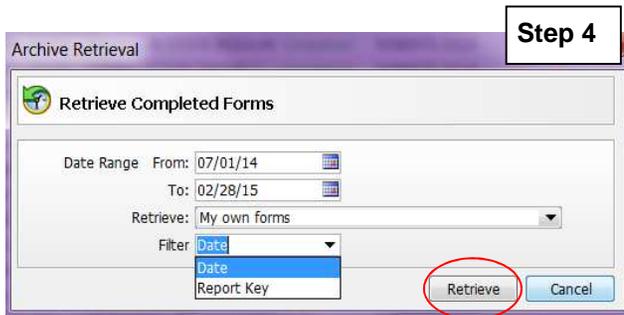
Select CalATERS Global under GLOBAL SIGN IN.



Key User ID and Password. Click .

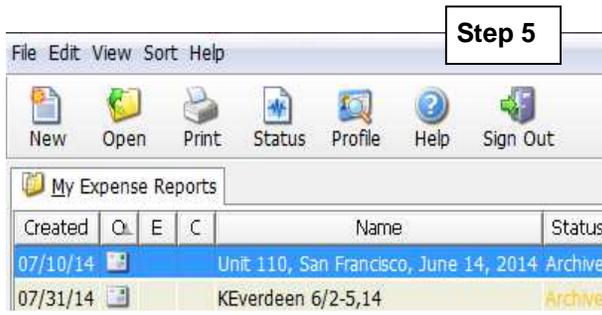


Go to Edit, then Form Archive Retrieval.



To search for completed forms, choose the appropriate Retrieve and Filter options. If using the Date filter, select From and To dates based on when the form(s) was created. If using the Report Key filter, enter the CalATERS Global form ID # (e.g. TEA000123456, NTN000987654).

Click .



The resulting form(s) will show in the Work Queue with the status of "Archive".