



# TOWN OF SPRINGDALE

2909 Platt Springs Road • Springdale, SC 29170  
Office (803) 794-0408 • Fax (803) 791-0567  
Visit the Town Web Site at [www.springdale.sc.com](http://www.springdale.sc.com)

## FREEDOM OF INFORMATION REQUEST FORM

INSTRUCTIONS: An appropriate fee for copying/research may be added and must be paid prior to the release of the information. Upon completion, please submit the form to: Springdale Town Hall, 2909 Platt Springs Rd, Springdale SC 29170; fax (803)791-0567; or email [awatkins@springdale.sc.com](mailto:awatkins@springdale.sc.com). You will be contacted when it is available for pickup.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe the information and/or documentation you are requesting and the intended use:

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I REQUEST THE FOLLOWING INFORMATION UNDER THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT. I UNDERSTAND THERE MAY BE ADDITIONAL FEES APPLICANT MUST PAY PRIOR TO THE RELEASE OF THE REQUESTED INFORMATION/MATERIALS.

Applicant Signature \_\_\_\_\_

-----FOR OFFICIAL USE ONLY-----

Amount Paid: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_ Date Request Picked Up or Mailed: \_\_\_\_\_

Staff Initials: \_\_\_\_\_