



# Informer

Informing, planning and taking action

**OFFICERS**



**PRESIDENT**  
Philip Kurtz  
Wetmore Tool & Engineering Co.



**SENIOR VICE PRESIDENT**  
Bret Tayne  
Everede Tool Co.



**VICE PRESIDENT**  
Michael Grantham  
OSG USA, Inc.

**BOARD OF DIRECTORS**



Mike Stokey  
Allied Machine and Engineering



Steve Boyer  
Alvord-Polk Inc.



Don Tripler  
Craig Tool



Thomas Naegelin  
Fraisa USA



Jeff Major  
Greenfield Industries



Rick McIntyre  
GWS Tool Group



Johan Israelsson  
Sandvik Applied Manufacturing Technologies



Peter Bartos  
Swiss-Tek Coatings, Inc.



Brent Williams  
US Tool Group



**IMMEDIATE PAST PRESIDENT**  
Steve Stokey  
Allied Machine and Engineering

## 2019 World Cutting Tool Conference June 26-29, 2019



Please mark your calendars for the 2019 World Cutting Tool Conference, June 26-29, hosted by the European Cutting Tool Association (ECTA). USCTI will host its Spring Institute Meeting on Wednesday, June 26, during the World Conference.

Information has previously been circulated with the hotel and initial schedule. More details will be coming in the following weeks. Please check your email later this month for registration information.



### In This Issue

Page 2 USCTI President's Message	Page 5 USCTI Contacts
Page 3 Statistics Committee Update	Page 5 Future Meeting Dates
Page 3 Technical Committee Update	Page 6 Legal Counsel Update: A Document Management Program Has Many Benefits
Page 4 Fall Business Industry Outlook Survey Results	Page 8 Special Thanks to Our 2019 USCTI Meeting Sponsors
Page 5 USCTI Institute Meetings	
Page 5 World Cutting Tool Conference Preview	



Phil Kurtz

## USCTI President's Message

Dear Fellow USCTI members,

We can put 2018 in the books as a year of good market growth, with new tariffs and potential trade wars creating headwinds. For anyone who attended IMTS, I'm sure you noticed it was certainly bustling with record attendance levels. The IMTS activity reinforces the reports that manufacturing worldwide is doing well. I am also happy to report that the Eggs and Data joint USCTI/AMT breakfast reception was well attended and very successful. I hope everyone who attended found it as interesting and helpful as I did.

Now we can all look forward to 2019, and it looks a lot like late 2018. It sounds as if the market will remain at a high level but growth will slow down. The tariffs and trade war potential continue to be very real, at least for the first quarter. I am sure we all hope the tariffs go away and the trade situation gets settled soon so we can get back to running our companies.

The statistics reports are a very important service offered by the members for the members. Johan Israelsson, our statistics committee chairman, is stepping down, and we thank him very much for his time and effort. Please welcome Brian Norris, president of Dormer Pramet North America, as he takes the reins. Everyone please continue to submit your monthly data, and bear with us as we bring you an updated reporting portal later this quarter.

The World Cutting Tool Conference will be here before we know it. I hope the June 26-29 WCTC fits into everyone's schedules. I understand the location is beautiful. We are planning our USCTI Institute meeting on the afternoon of June 26 and then will combine with the other organizations for the presentations and receptions for the remainder of the conference.

As they say, "Days go slow but years go fast," but I hope 2019 takes its time! I am in no hurry to get any older.

See you in Tegernsee.

Sincerely,  
Phil Kurtz  
Wetmore Tool & Engineering Company

## USCTI Contacts

Email: [uscti@uscti.com](mailto:uscti@uscti.com)  
 Phone: 216-241-7333  
 Fax: 216-241-0105

Susan Orenga  
[sorenga@thomasamc.com](mailto:sorenga@thomasamc.com)  
 Ext. 7745

Jenn Budin  
[jboyle@thomasamc.com](mailto:jboyle@thomasamc.com)  
 Ext. 7742

Megan McConnell - Statistics  
[mmcconnell@thomasamc.com](mailto:mmcconnell@thomasamc.com)  
 Ext. 7746

## Statistics Committee Update

I hope you all enjoyed a great 2018 and that your new year is off to a strong start. Although our incoming statistics indicate that there is still a good demand for cutting tools in the U.S., I do hear that there could be a slight softening in a few other markets. Nonetheless, for us it means we have a market ripe with opportunities.

Those of you reporting statistics should also be receiving the IHS Markit forecasting report and access to their quarterly Webex. I hope you continue to be getting good value from their insight. As always, if you are not participating in the statistics program, please consider doing so. I would really like to see everyone getting full value out of their membership, including this important forecasting information.

This is my last Statistics Committee update, as I am stepping out of the chairman role and turning it over to Brian Norris, president for Dormer Pramet North America. I am very pleased that Brian agreed to take over this role. I'm sure that with his deep industry experience he will bring some fresh insights to our committee and USCTI as a whole.

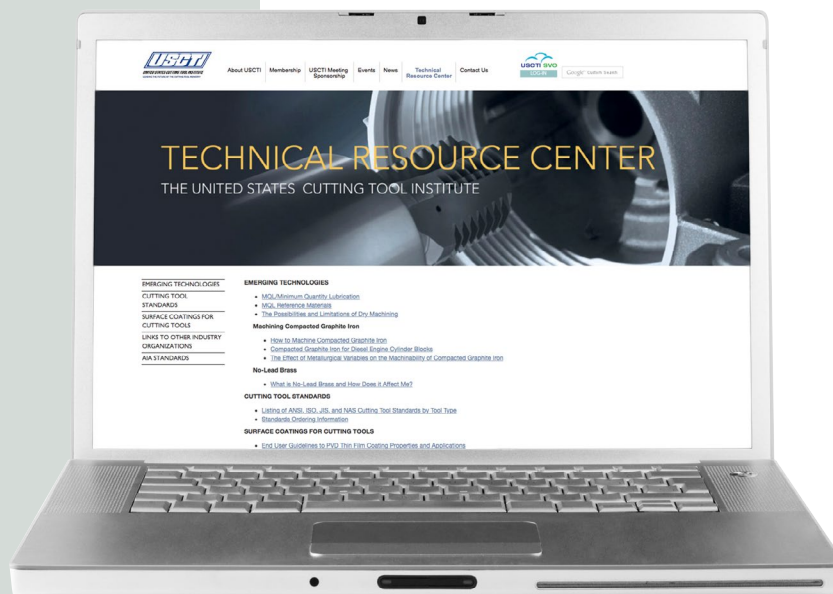
I want to thank the committee members for their support over the past few years, and I wish Brian good success in this new position.

Johan Israelsson, Statistics Committee Chairman  
 Sandvik Applied Manufacturing Technologies

## Technical Committee Update

Under the working group, the Carbide End Mill Project Team continues their work to develop a new carbide end mill standard and hopes to have a draft ready in February for the AIA Working Group to review. We will continue to provide updates on their progress.

Al Choiniere, Technical Committee Chairman  
 Superion, Inc.



### We Need Your Ideas

The USCTI Technical Resource Center is an excellent source for a vast array of technical information on cutting tools, surface coatings, and materials. The Technical Committee utilizes the Resource Center to broadcast additional information and updates on a continuing basis. However, we would love to have further input and ideas from membership to help make the Resource Center a useful hands-on tool for new cutting tool engineers coming into our industry. Please send your ideas and input to [uscti@uscti.com](mailto:uscti@uscti.com). Additional white papers would be welcome and much appreciated.

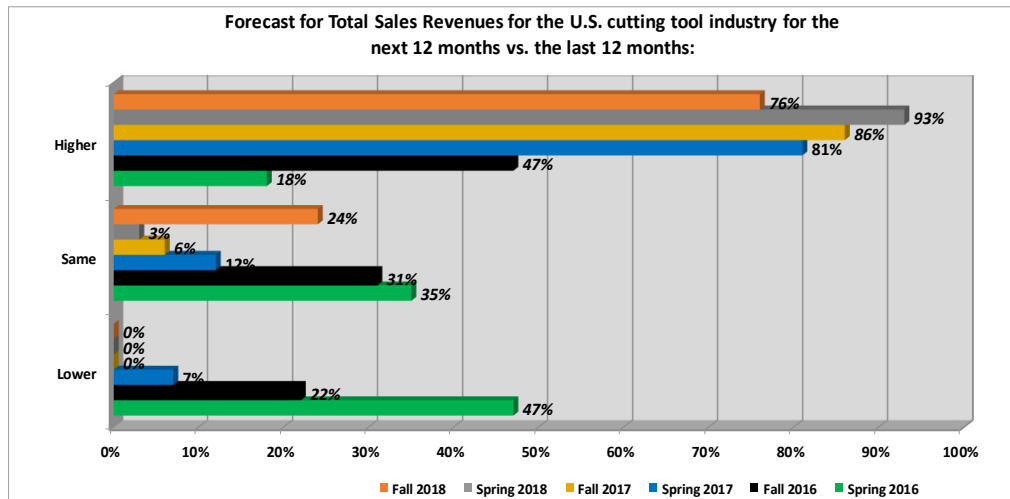
## Fall Business Industry Outlook Survey Results

Participation in the fall 2018 survey was down again from the spring 2018 survey. Only 76% of respondents (compared to 93% of respondents in the spring) thought the forecast for total sales revenues for the next 12 months would be higher than the forecast for the last 12 months. Since spring 2016, the survey has shown a positive trend upward for the total sales revenue; this is the first time it has shown any signs of slowing. That being said, confidence in sales revenue for the last quarter, as compared with the same quarter in 2017, is still high, with 92% stating it is going to be higher.

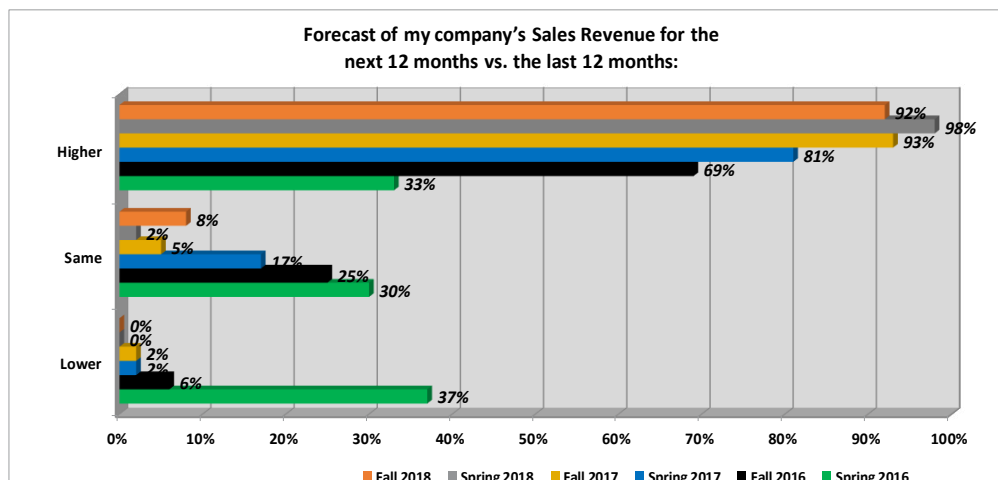
Comments about the outlook were fairly positive but noted issues dealing with tariffs, with one respondent saying, “Business has been terrific, but we anticipate softening over the next 12 months. Deliveries have been awful and prices are high. Getting rid of the tariffs, if only for Europe, would be a great help.”

We hope all members will participate in the spring 2019 survey, which would be a benefit to all.

### Industry Forecast



### Company Forecast



## USCTI Meetings

### Future Meeting Dates

Be sure to mark your calendar for the upcoming Institute meetings, which are scheduled as follows:



### 2019 World Cutting Tool Conference

USCTI Spring Institute Meeting  
June 26-29, 2019  
Tegernsee, Bavaria, Germany

### 2019 Fall Meeting

November 2-4, 2019  
The Lodge at Torrey Pines  
La Jolla, California

## USCTI Institute Meetings – A Message From Our Programs Committee Chairman

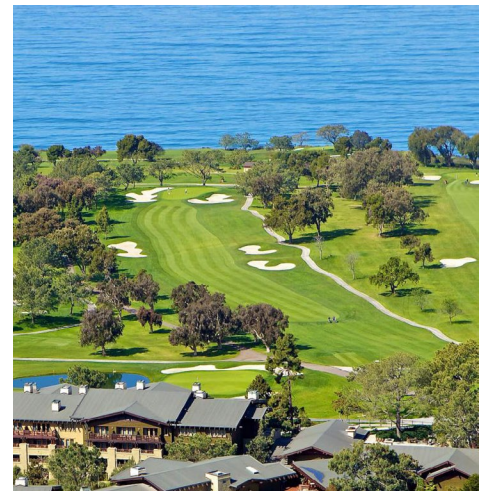
The USCTI Fall Meeting in October at The Westin in Nashville, Tennessee, was a huge success. As usual, we sent out a survey to all who attended and received 44 responses. The Programs Committee uses this information as we look at scheduling future meetings. With the exception of some small things, Nashville, The Westin Resort, the receptions, dinners, and optional activities scored very high marks. It would appear that most of you are now using the mobile app to stay up to date with venue or time changes as they take place during the meetings.

The most positive feedback we receive about each meeting is the networking opportunities. We will continue to make that a feature of all future meetings. George Dennehy was a big hit with the membership, and his story was truly inspirational. Both Richard Aboulafia and our roundtable discussions were also well received. While the content of the IHS presentation from Tom Runiewicz was important, your feedback about it being a repeat of a prior Webex is very important, and we will attempt to correct this as we look at timing of future speakers.

We are excited about this summer's World Cutting Tool Conference in Tegernsee, Bavaria, scheduled for June 26-29. You should have already received information on the two possible hotel options, and we will be circulating conference registration information in the next few weeks.

Please remember that the 2019 USCTI Fall Meeting will take place November 2-4 at The Lodge at Torrey Pines in beautiful San Diego, California. Torrey Pines is certainly one of the most desirable golf destinations in the world, but of course we are planning a great meeting and other fun activities as well. You won't want to miss out on this wonderful destination!

Sincerely,  
Mike Stokey, Programs Committee Chairman  
Allied Machine & Engineering Corp.



## World Cutting Tool Conference Preview

### Tools Create Value

It's hard to believe it's been three years since USCTI hosted the last World Cutting Tool Conference (WCTC) in Hawaii! This year, ECTA and VDMA will be hosting the Conference in Tegernsee, Bavaria (Germany), south of Munich. They are putting together a great program, including visits to a local manufacturing facility, speakers, a gala dinner, and optional activities for attendees and their guests. Hotel information has been sent out, and registration materials will be coming soon. The USCTI Spring Institute Meeting will take place on Wednesday, June 26, at the WCTC.

This is a great opportunity to catch up with colleagues and meet new ones from around the globe and to gain a better understanding of the world cutting tool market.

We hope to see you in Germany!



UNITED STATES CUTTING TOOL INSTITUTE  
LEADING THE FUTURE OF THE CUTTING TOOL INDUSTRY

1300 Sumner Ave.  
Cleveland, Ohio 44115  
phone: 216-241-7333  
fax: 216-241-0105  
email: uscti@uscti.com  
www.uscti.com

# A Document Management Program Has Many Benefits

By Joseph P. Boeckman

A client receives a lawsuit indicating that they are being sued. The client is unhappy. Next comes the “subpoena,” requesting the production of, among other items, all “electronic records.” The client asks me, “They can’t be serious? Our company has thousands of emails going back years. It will cost me a fortune to produce all of those emails.” When I answer “Yes, that’s what the law requires,” the client is really unhappy. But when I ask, “But of course you’ve destroyed old emails in accordance with your document destruction policy?” a blank look comes over the client’s face.

I’m surprised how many companies, regardless of size or sophistication, do not have a document retention and destruction policy. The reasons are usually simple—it’s a boring project that gets pushed to the bottom of the “to do” list, or it’s costly to implement with no economic benefit in return. These reasons may be comforting; that is, until something alarming happens to alert management to the dangers of not having a document retention and destruction policy in place. Unfortunately, by then it may be too late. A well-crafted and enforced document retention and destruction policy really proves that “an ounce of prevention is worth a pound of cure.”

Every company should have a “document management program”—a more accurate description of a document retention and destruction policy. But to make this happen successfully, a company must commit resources, both manpower and money, to implement and enforce its document management program. This requires people with clout and connections within the company; i.e., senior management, to actively support the proper design, implementation, and enforcement of a document management program.

## Why have a document management program?

**Legal Compliance:** Businesses operate under extensive and varied laws and regulations, some of which include document retention requirements. Properly designed document management programs help ensure compliance with these laws and regulations, which in turn decreases the company’s legal risk. If adopted in good faith, a document management program creates a legitimate justification for a company’s inability to produce documents in a subsequent litigation in which documents were destroyed pursuant to the company’s document management program.

**Availability and Accessibility of Documents:** A document management program with clear protocols for how and where to retain corporate documents helps a company better handle its documents. It encourages employees to save only items of substance and to save them in a deliberate and consistent manner, so they can be readily located and retrieved when needed.

**Economic Benefits:** A company can reduce its document storage and retrieval cost by disposing of documents pursuant to a document retention program. In addition, these programs can dramatically lower the volume of information that a company retains, thereby decreasing the volume of documents that the company needs to identify, preserve, and collect during the discovery phase of litigation.

## Who should be involved in developing, implementing, and overseeing a document management program?

**Senior Management:** Senior management must actively support the document management program. Their input is critical in establishing the corporate goals served by the document management program and balancing the tradeoff between the benefits of retaining documents for longer periods of time against the costs of document retention.

**Legal Counsel:** In-house counsel should be heavily involved since one of the primary goals of a document management program is to protect the company by ensuring compliance with legal requirements. Many companies also find it helpful to employ outside counsel to provide expertise or manpower that supplements the knowledge of the in-house counsel. Outside counsel can also provide an objective assessment of the company’s needs and exposure based on a broad range of experience with the client.

**HR and Finance Departments:** The human resources and finance departments should be brought into the picture early for proper designing of the program and to ensure that the overall document management program does not disrupt their operations.

*continued on page 7*



continued from page 6

**IT Department:** Perhaps the most important group is the company's information technology department. Many of the difficult issues center on how to manage the company's email. Because so much of today's information is created, shared, and stored electronically, it is vital that the company's IT department be part of the team so the design of the program is compatible with the company's technology and software.

### What should the document management program look like?

All document management programs should ultimately have a written plan or protocol that explains the company's document management policy.

It is important to consider the goals of your company up front because the style and content of such a policy can vary considerably, depending on a variety of factors. The policy should be drafted with your organization's needs in mind. While there is no "one size fits all" approach to document management programs, each document management program should satisfy the following criteria:

- **Responsibility** – Senior personnel and counsel should work together to design a document retention management program specific to the company's needs, which will then be implemented and regularly updated.
- **Writing** – A company should write the document management program in layman's terms so its employees can easily understand the policy. The policy should contain a statement of its purpose and scope and describe how employees should apply the policy.
- **Reasonableness** – The document management program must be reasonable in light of its particular circumstances. To satisfy a reasonableness standard, the document management program must ensure that the company only destroys documents in good faith and in compliance with all applicable laws and regulations.
- **Retention Requirements** – The document management program must identify the different types of documents covered by the program and the life and time that the company must retain and/or destroy each document type. The program should clarify that employees are to destroy documents at the end of the retention time applicable to each specific document. Importantly, the program must clearly articulate the circumstances under which employees must suspend all document destruction, such as an anticipation of litigation.
- **Distribution and Comprehension** – The company must distribute the program and ensure that employees have full comprehension of the program. For example, the company should distribute the program to each existing employee and publish the document management program in its employee handbook for future hires. Also, the company should institute periodic training sessions where qualified personnel explain the program, its requirements, and the reasons for those requirements.

### What documents should be saved and for how long?

Most company documents can be divided into two categories: documents that are essential to the ongoing, legal, and effective function of the company and those that are merely personal or preliminary in nature.

Documents in the first category included the following: documents and data necessary to meet government record-keeping, reporting, and compliance requirements; insurance policies; personnel files; financial and tax information; intellectual property; official correspondence; and corporate policies and

guidelines. The retention period for these kinds of documents depends on a number of considerations, including the retention periods specified in state and federal regulations, contractual obligations, pending or reasonably foreseeable lawsuits, or official proceedings relating to the subject matter of the documents, statutes of limitations, protection of intellectual property, product development, and research considerations. In the absence of a specific legal duty to retain documents, each company must weigh the importance of specific records to the business against the costs of retaining the documents.

Documents in the second category include the following: personal emails and correspondence; preliminary drafts of letters and memoranda; and other materials such as brochures and newsletters. The continued preservation of these documents serves no useful business purpose and may, in fact, needlessly expose the company to storage costs and legal liability. These materials should be promptly and systematically deleted and destroyed, with the exception of documents relevant to or discoverable in pending or potential litigation and other legal and official proceedings.

*It is the content of the email, and not its transmission format, that will govern what applicable document retention requirements, if any, apply.*

**A few comments about email.** For most, if not all, businesses, email has become the first and primary method of communication, both within and outside the company. Huge quantities of emails are generated every day on countless topics ranging from lunch plans to contract negotiations. What should a company do with its email? The answer will vary from company to company. However, there are some general concepts that should shape your policy. As a threshold matter, for most companies there is no legal requirement that a company save email as a specific item. Therefore, absent a court order or other authority addressing the company's email, there is nothing that requires a company to save email for a certain length of time. It is the content of the email, and not its transmission format, that will govern what applicable document retention requirements, if any, apply. Because the content of email, rather than its nature, governs its retention, it is important for any company to think of ways to help separate emails that should be retained (i.e., emails that are essential to the ongoing, legal, and effective function of the company) versus those that should be destroyed (i.e., personal emails). Saving all email is generally not necessary and can be expensive. Dumping all of the company's emails onto a backup tape or dedicated server can create a technological black hole that causes more problems than it solves.

### What if the company doesn't follow the document management program?

A document management program that is not consistently enforced is not effective protection against allegations of bad faith document destruction. Suspicions will be raised by the sudden vigorous enforcement of a policy that, up until that point, was only sporadically enforced. Moreover, selective destruction of documents after a subpoena has been issued could subject a company to criminal liability. Bottom line: a document management program that is not consistently enforced and followed is just as bad as not having a document management program at all.

In summary, a company receives many valuable benefits by developing, implementing, and uniformly enforcing a reasonable document retention and destruction policy.

# Special Thanks To Our 2019 USCTI Meeting Sponsors



## 3M Abrasive Systems

Scott M. Boyle  
*Technical Sales Specialist- Primary  
Metals & Cutting Tools  
Precision Grinding & Finishing*  
Phone: 484-949-1629  
smb Boyle@mmm.com  
<http://www.3m.com>



## AF Carbide

Madeline Bucheger  
*Director of Sales North America*  
Phone: 847-599-9550  
madeleine.bucheger@afcarbide.com  
[www.afcarbide.com](http://www.afcarbide.com)



## ANCA

Russell Riddiford  
*President*  
Phone: 248 624-1005, x4005  
Riddiford@anca.com  
<http://www.anca.com>



## Beamer Laser Marking Systems

Nick Kaczmariski  
*National Sales Manager*  
Phone: 810-407-5116  
nkaczmariski@beamerlaser.com  
<http://www.beamerlasermarking.com>



## Blaser Swisslube

Jed DeJong  
*Grinding Application Manager*  
Phone: 519-860-4225  
j.dejong@blaser.com  
<http://www.blaser.com>



## Bohler Uddeholm

Paul Nagus  
*Sales Director High Speed Steel Products*  
Phone: 877-922-8764, x22  
paul.nagus@bucorp.com  
<http://www.bucorp.com>



## Ceratizit USA

Tim Tisler  
*President*  
Phone: 586-759-2280  
tim.tisler@ceratizit.com  
<http://www.ceratizit.com>



## Cutting Tool Engineering Magazine

Dennis Spaeth  
*Publisher*  
Phone: 847-714-0176  
dspaeth@jwr.com  
<http://www.cuttingtoolengineering.com>



## Haimer

Brendt Holden  
*President*  
Phone: 630-833-1500  
brendt.holden@haimer-usa.com  
<http://www.haimer-usa.com>



## MachiningCloud

Anita Shum  
*Senior Marketing Manager*  
Phone: 805-437-4171, Ext. 149  
anita.shum@machiningcloud.com  
<http://www.machiningcloud.com>



## Plasel Plastic Ltd.

Ronit Katalan  
*Account Manager*  
Phone: +972 (0) 4 9089820  
Mobile: +972 (0) 54 2689 183  
ronit@plasel.com  
<http://www.plasel.com>



## Platit Inc.

Bo Torp  
*President*  
Phone: 847-680-5270  
b.torp@platit.dk  
<http://www.platit.com>



## Rollomatic Inc.

Eric Schwarzenbach  
*President*  
Phone: 847-281-8550; Ext. 275  
eschwarzenbach@rollomaticusa.com  
<http://www.rollomatic.ch>



## Transor Filter USA

Irvin L. Kaage, III  
*President*  
Phone: 847-640-0273  
ikaage@transorfilter.com  
<http://www.transorfilter.com>



## Vollmer of America Corp.

Peter Allen  
*President*  
Phone: 412-278-0655 Ext. 222  
p.allen@vollmer-group.com  
<http://www.vollmer-us.com>



## ZCC USA, Inc.

Steve Ramirez  
*Western Regional Manager*  
Phone: 310-863-0013  
steve@zccusa.com  
<http://www.zccusa.com>