Entries for the monthly Bibliographical Current List and for the 2-yearly Yearbook of International Congress Proceedings are produced by the same procedure.

- Source data is of two kinds:
  - Direct, as the publication or information from the publisher
  - Indirect, as an indication in a bibliography or review section of a magazine

- Current List material must have been published in the previous 18 months, irrespective of the date of the meeting to which it refers

- Entry slips made out as copies are:
  - White slip for each entry
    - BCP slips are filed chronologically
    - BCL slips are filed separately in chronological order until a group of about 130 has been accumulated; they are then sent to the printers; on return they are used to check the proof and are then inserted in the BCP chronological sequence;
    - Those that have been printed bear a code to enable the printer to locate the composition for use in preparation of the BCP
  - Pink slip for each entry
    - BCL and BCP slips are filed together alphabetically by organization name; they serve as an index to the chronological sequence and are used to prepare the BCP index
  - White half-sheet for each entry
    - Are used to attach cuttings and other source material
    - Filed in boxes by year
  - A code is marked on each item of source information to indicate that it has been processed
    - Volumes are accumulated for filing
    - Loose processed source material is finally filed in the dossiers suspendu

- Incomplete source material is filed in boxes by year

- Intermediate files are kept for the following groups of bibliographic forms:
  - No replies received
  - Distribution of reports private or classified
  - Awaiting BCL processing
  - Processing completed

- Index slips for the BCL are produced as follows:
  - Buff slip for meeting subject English keyword
  - White slip for English organization title keyword
  - Green slip (where applicable) for author or editor

- Index slips for the BCP are identical, except that organization index slips are not made out; they are compiled prior to publication from the bibliographic forms for each organization