SHAREPOINT STORAGE: LIBRARIES

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
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What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Filtered view. Libraries: 23 of 23 rows, 1 column hidden. The headline figures cover every row.

Libraries 23 6 to review

Every document library, largest first. Preservation Hold libraries hold copies kept by retention policies.

Flag	Client	Library	Current files	Older versions	Files	Highest version	Last change
	Contoso Legal LLP	Clients / Documents	115.9 GB	10.7 GB	56	640	27 Nov 2026
	Contoso Legal LLP	Finance / Documents	58.5 GB	4.8 GB	70	640	27 Nov 2026
	Contoso Legal LLP	Operations / Documents	48.9 GB	4.0 GB	70	640	27 Nov 2026
	Contoso Legal LLP	Marketing / Documents	31.2 GB	2.5 GB	70	640	27 Nov 2026
	Contoso Legal LLP	Staff Intranet / Documents	24.9 GB	2.0 GB	70	640	27 Nov 2026
Medium	Contoso Legal LLP	Clients / Preservation Hold Library	14.8 GB	0 bytes	2	1	25 Oct 2025
Medium	Contoso Legal LLP	Finance / Preservation Hold Library	7.4 GB	0 bytes	2	1	25 Oct 2025
	Fabrikam Dental Group	Imaging Archive / Documents	403.9 GB	33.3 GB	70	640	27 Nov 2026
	Fabrikam Dental Group	Patient Records / Documents	273.1 GB	25.2 GB	56	640	27 Nov 2026
	Fabrikam Dental Group	Practice Management / Documents	155.7 GB	21.1 GB	58	1184	29 Nov 2026
	Fabrikam Dental Group	Finance / Documents	92.8 GB	7.6 GB	70	640	27 Nov 2026

Flag	Client	Library	Current files	Older versions	Files	Highest version	Last change
	Fabrikam Dental Group	Old Projects / Documents	60.3 GB	5.0 GB	70	640	27 Nov 2026
	Fabrikam Dental Group	Marketing / Documents	59.4 GB	4.9 GB	70	640	27 Nov 2026
	Fabrikam Dental Group	Staff Intranet / Documents	36.2 GB	3.0 GB	70	640	27 Nov 2026
Medium	Fabrikam Dental Group	Patient Records / Preservation Hold Library	35.3 GB	0 bytes	2	1	25 Oct 2025
Medium	Fabrikam Dental Group	Finance / Preservation Hold Library	11.8 GB	0 bytes	2	1	25 Oct 2025
	Northwind Traders	Clients / Documents	191.7 GB	17.7 GB	56	640	27 Nov 2026
	Northwind Traders	Finance / Documents	96.7 GB	8.0 GB	70	640	27 Nov 2026
	Northwind Traders	Operations / Documents	80.5 GB	6.6 GB	70	640	27 Nov 2026
	Northwind Traders	Marketing / Documents	50.9 GB	4.2 GB	70	640	27 Nov 2026
	Northwind Traders	Staff Intranet / Documents	40.7 GB	3.3 GB	70	640	27 Nov 2026
Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	0 bytes	2	1	25 Oct 2025
Medium	Northwind Traders	Finance / Preservation Hold Library	12.1 GB	0 bytes	2	1	25 Oct 2025

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