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	Library	Size	Current files	Older versions	Files	Highest version	Last change
	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640	27 Nov 2026
	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	27 Nov 2026
	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640	27 Nov 2026
	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640	27 Nov 2026
	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	27 Nov 2026
Medium	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1	25 Oct 2025
Medium	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1	25 Oct 2025
	Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640	27 Nov 2026
	Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640	27 Nov 2026
	Practice Management / Documents	176.8 GB	155.7 GB	21.1 GB	58	1184	29 Nov 2026
	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	27 Nov 2026

Flag	Library	Size	Current files	Older versions	Files	Highest version	Last change
	Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640	27 Nov 2026
	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640	27 Nov 2026
	Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	27 Nov 2026
Medium	Patient Records / Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	1	25 Oct 2025
Medium	Finance / Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	1	25 Oct 2025
	Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	27 Nov 2026
	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	27 Nov 2026
	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	27 Nov 2026
	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	27 Nov 2026
	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	27 Nov 2026
Medium	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	25 Oct 2025
Medium	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	2	1	25 Oct 2025

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.