SHAREPOINT STORAGE: LIBRARIES

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

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: 7 of 23 rows, Client is Northwind Traders. The headline figures cover every row.

Libraries 7 2 to review

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

Flag	Client	Library	Size	Current files	Older versions	Files	Highest version	Last change
	Northwind Traders	Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	27 Nov 2026
	Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	27 Nov 2026
	Northwind Traders	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	27 Nov 2026
	Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	27 Nov 2026
	Northwind Traders	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	27 Nov 2026
Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	25 Oct 2025
Medium	Northwind Traders	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, 18:57 UTC.