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, 1 column hidden. 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	Library	Size	Current files	Older versions	Files	Highest version	Last change
	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.