SHAREPOINT STORAGE: LIBRARIES

# All clients

Harbour IT

PREPARED BY
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DATE
29 Nov 2026

CLIENTS
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: 3 of 23 rows, Library is Finance / Documents, 1 column hidden. The headline figures cover every row.

## Libraries 3

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

| Library | Size | Current files | Older versions | Files | Highest version | Last change |
|---|---|---|---|---|---|---|
| Finance / Documents | 63.3 GB | 58.5 GB | 4.8 GB | 70 | 640 | 27 Nov 2026 |
| Finance / Documents | 100.4 GB | 92.8 GB | 7.6 GB | 70 | 640 | 27 Nov 2026 |
| Finance / Documents | 104.7 GB | 96.7 GB | 8.0 GB | 70 | 640 | 27 Nov 2026 |

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.