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: 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.

Client	Library	Size	Current files	Older versions	Files	Last change
Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	27 Nov 2026
Fabrikam Dental Group	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	27 Nov 2026
Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	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, 18:57 UTC.