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: 2 of 23 rows, Library is Operations / Documents, 1 column hidden. The headline figures cover every row.

Libraries 2

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

Client	Library	Size	Older versions	Files	Highest version	Last change
Contoso Legal LLP	Operations / Documents	52.9 GB	4.0 GB	70	640	27 Nov 2026
Northwind Traders	Operations / Documents	87.2 GB	6.6 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, 04:00 UTC.