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	Size	Current files	Older versions	Files	Highest version	Last change
Contoso Legal LLP	52.9 GB	48.9 GB	4.0 GB	70	640	27 Nov 2026
Northwind Traders	87.2 GB	80.5 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.