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 | Current files | Files | Highest version | Last change |
|---|---|---|---|---|---|---|
| Contoso Legal LLP | Operations / Documents | 52.9 GB | 48.9 GB | 70 | 640 | 27 Nov 2026 |
| Northwind Traders | Operations / Documents | 87.2 GB | 80.5 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.