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 Staff Intranet / 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
Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	27 Nov 2026
Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	27 Nov 2026
Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 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.