SHAREPOINT STORAGE: LIBRARIES

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
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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: 13 of 23 rows, Files is 70. The headline figures cover every row.

Libraries 13

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

Client	Library	Size	Current files	Older versions	Files	Highest version	Last change
Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	27 Nov 2026
Contoso Legal LLP	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640	27 Nov 2026
Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640	27 Nov 2026
Contoso Legal LLP	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	27 Nov 2026
Fabrikam Dental Group	Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640	27 Nov 2026
Fabrikam Dental Group	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	27 Nov 2026
Fabrikam Dental Group	Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640	27 Nov 2026
Fabrikam Dental Group	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640	27 Nov 2026
Fabrikam Dental Group	Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	27 Nov 2026
Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	27 Nov 2026
Northwind Traders	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	27 Nov 2026

Client	Library	Size	Current files	Older versions	Files	Highest version	Last change
Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	27 Nov 2026
Northwind Traders	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	27 Nov 2026

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