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: 6 of 23 rows, Last change: older than a year, 1 column hidden. The headline figures cover every row.

Libraries 6 6 to review

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

Flag	Client	Library	Size	Current files	Older versions	Files	Highest version
Medium	Contoso Legal LLP	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1
Medium	Contoso Legal LLP	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1
Medium	Fabrikam Dental Group	Patient Records / Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	1
Medium	Fabrikam Dental Group	Finance / Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	1
Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1
Medium	Northwind Traders	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	2	1

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, 00:25 UTC.