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	Library	Size	Current files	Older versions	Files	Highest version	Last change
Medium	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1	25 Oct 2025
Medium	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1	25 Oct 2025
Medium	Patient Records / Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	1	25 Oct 2025
Medium	Finance / Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	1	25 Oct 2025
Medium	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	25 Oct 2025
Medium	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	2	1	25 Oct 2025

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.