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 90 days. 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 | Last change |
|---|---|---|---|---|---|---|---|---|
| Medium | Contoso Legal LLP | Clients / Preservation Hold Library | 14.8 GB | 14.8 GB | 0 bytes | 2 | 1 | 25 Oct 2025 |
| Medium | Contoso Legal LLP | Finance / Preservation Hold Library | 7.4 GB | 7.4 GB | 0 bytes | 2 | 1 | 25 Oct 2025 |
| Medium | Fabrikam Dental Group | Patient Records / Preservation Hold Library | 35.3 GB | 35.3 GB | 0 bytes | 2 | 1 | 25 Oct 2025 |
| Medium | Fabrikam Dental Group | Finance / Preservation Hold Library | 11.8 GB | 11.8 GB | 0 bytes | 2 | 1 | 25 Oct 2025 |
| Medium | Northwind Traders | Clients / Preservation Hold Library | 24.2 GB | 24.2 GB | 0 bytes | 2 | 1 | 25 Oct 2025 |
| Medium | Northwind Traders | 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, 18:57 UTC.