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: 17 of 23 rows, Last change: in the last 30 days, 1 column hidden. The headline figures cover every row.

Libraries 17

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
Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640	27 Nov 2026
Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	27 Nov 2026
Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640	27 Nov 2026
Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640	27 Nov 2026
Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	27 Nov 2026
Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640	27 Nov 2026
Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640	27 Nov 2026
Practice Management / Documents	176.8 GB	155.7 GB	21.1 GB	58	1184	29 Nov 2026
Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	27 Nov 2026
Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640	27 Nov 2026
Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640	27 Nov 2026

Library	Size	Current files	Older versions	Files	Highest version	Last change
Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	27 Nov 2026
Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	27 Nov 2026
Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	27 Nov 2026
Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	27 Nov 2026
Marketing / Documents	55.1 GB	50.9 GB	4.2 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, 04:00 UTC.