SHAREPOINT STORAGE: LIBRARIES

# All clients

Harbour IT

| PREPARED BY | DATE | 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. The headline figures cover every row.

## Libraries 17

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 | Clients / Documents | 126.5 GB | 115.9 GB | 10.7 GB | 56 | 640 | 27 Nov 2026 |
| 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 | Patient Records / Documents | 298.3 GB | 273.1 GB | 25.2 GB | 56 | 640 | 27 Nov 2026 |
| Fabrikam Dental Group | Practice Management / Documents | 176.8 GB | 155.7 GB | 21.1 GB | 58 | 1184 | 29 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 |

| Client | Library | Size | Current files | Older versions | Files | Highest version | Last change |
|---|---|---|---|---|---|---|---|
| Fabrikam Dental Group | Staff Intranet / Documents | 39.2 GB | 36.2 GB | 3.0 GB | 70 | 640 | 27 Nov 2026 |
| Northwind Traders | Clients / Documents | 209.4 GB | 191.7 GB | 17.7 GB | 56 | 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 |
| 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 |

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.