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: 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.

Client	Library	Size	Current files	Older versions	Files	Highest version
Contoso Legal LLP	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640
Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640
Contoso Legal LLP	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640
Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640
Contoso Legal LLP	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640
Fabrikam Dental Group	Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640
Fabrikam Dental Group	Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640
Fabrikam Dental Group	Practice Management / Documents	176.8 GB	155.7 GB	21.1 GB	58	1184
Fabrikam Dental Group	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640
Fabrikam Dental Group	Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640
Fabrikam Dental Group	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640

Client	Library	Size	Current files	Older versions	Files	Highest version
Fabrikam Dental Group	Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640
Northwind Traders	Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640
Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640
Northwind Traders	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640
Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640
Northwind Traders	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640

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.