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: 5 of 23 rows, Client is Contoso Legal LLP, Last change: in the last 30 days, 1 column hidden. The headline figures cover every row.

Libraries 5

Every document library, largest first. Preservation Hold libraries hold copies kept by retention policies.

Client	Library	Size	Current files	Older versions	Files	Last change
Contoso Legal LLP	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	27 Nov 2026
Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	27 Nov 2026
Contoso Legal LLP	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	27 Nov 2026
Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	27 Nov 2026
Contoso Legal LLP	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	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.