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 Northwind Traders, Last change: in the last 30 days. 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	Highest version	Last change
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.