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: 1 of 23 rows, Library is Old Projects / Documents, Last change: in the last 30 days. The headline figures cover every row.

## Libraries 1

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 |
|---|---|---|---|---|---|---|---|
| Fabrikam Dental Group | Old Projects / Documents | 65.3 GB | 60.3 GB | 5.0 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, 10:48 UTC.