SHAREPOINT STORAGE: LIBRARIES

# All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
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: 23 of 23 rows, 1 column hidden. The headline figures cover every row.

## Libraries 23 6 to review

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

| Flag | Client | Library | Size | Current files | Files | Highest version | Last change |
|---|---|---|---|---|---|---|---|
| | Contoso Legal LLP | Clients / Documents | 126.5 GB | 115.9 GB | 56 | 640 | 27 Nov 2026 |
| | Contoso Legal LLP | Finance / Documents | 63.3 GB | 58.5 GB | 70 | 640 | 27 Nov 2026 |
| | Contoso Legal LLP | Operations / Documents | 52.9 GB | 48.9 GB | 70 | 640 | 27 Nov 2026 |
| | Contoso Legal LLP | Marketing / Documents | 33.7 GB | 31.2 GB | 70 | 640 | 27 Nov 2026 |
| | Contoso Legal LLP | Staff Intranet / Documents | 27.0 GB | 24.9 GB | 70 | 640 | 27 Nov 2026 |
| Medium | Contoso Legal LLP | Clients / Preservation Hold Library | 14.8 GB | 14.8 GB | 2 | 1 | 25 Oct 2025 |
| Medium | Contoso Legal LLP | Finance / Preservation Hold Library | 7.4 GB | 7.4 GB | 2 | 1 | 25 Oct 2025 |
| | Fabrikam Dental Group | Imaging Archive / Documents | 437.2 GB | 403.9 GB | 70 | 640 | 27 Nov 2026 |
| | Fabrikam Dental Group | Patient Records / Documents | 298.3 GB | 273.1 GB | 56 | 640 | 27 Nov 2026 |
| | Fabrikam Dental Group | Practice Management / Documents | 176.8 GB | 155.7 GB | 58 | 1184 | 29 Nov 2026 |
| | Fabrikam Dental Group | Finance / Documents | 100.4 GB | 92.8 GB | 70 | 640 | 27 Nov 2026 |

| Flag | Client | Library | Size | Current files | Files | Highest version | Last change |
|---|---|---|---|---|---|---|---|
| | Fabrikam Dental Group | Old Projects / Documents | 65.3 GB | 60.3 GB | 70 | 640 | 27 Nov 2026 |
| | Fabrikam Dental Group | Marketing / Documents | 64.3 GB | 59.4 GB | 70 | 640 | 27 Nov 2026 |
| | Fabrikam Dental Group | Staff Intranet / Documents | 39.2 GB | 36.2 GB | 70 | 640 | 27 Nov 2026 |
| Medium | Fabrikam Dental Group | Patient Records / Preservation Hold Library | 35.3 GB | 35.3 GB | 2 | 1 | 25 Oct 2025 |
| Medium | Fabrikam Dental Group | Finance / Preservation Hold Library | 11.8 GB | 11.8 GB | 2 | 1 | 25 Oct 2025 |
| | Northwind Traders | Clients / Documents | 209.4 GB | 191.7 GB | 56 | 640 | 27 Nov 2026 |
| | Northwind Traders | Finance / Documents | 104.7 GB | 96.7 GB | 70 | 640 | 27 Nov 2026 |
| | Northwind Traders | Operations / Documents | 87.2 GB | 80.5 GB | 70 | 640 | 27 Nov 2026 |
| | Northwind Traders | Marketing / Documents | 55.1 GB | 50.9 GB | 70 | 640 | 27 Nov 2026 |
| | Northwind Traders | Staff Intranet / Documents | 44.1 GB | 40.7 GB | 70 | 640 | 27 Nov 2026 |
| Medium | Northwind Traders | Clients / Preservation Hold Library | 24.2 GB | 24.2 GB | 2 | 1 | 25 Oct 2025 |
| Medium | Northwind Traders | Finance / Preservation Hold Library | 12.1 GB | 12.1 GB | 2 | 1 | 25 Oct 2025 |

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.