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.

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	Older versions	Files	Highest version	Last change
	Contoso Legal LLP	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640	27 Nov 2026
	Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	27 Nov 2026
	Contoso Legal LLP	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640	27 Nov 2026
	Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640	27 Nov 2026
	Contoso Legal LLP	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	27 Nov 2026
Medium	Contoso Legal LLP	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1	25 Oct 2025
Medium	Contoso Legal LLP	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1	25 Oct 2025
	Fabrikam Dental Group	Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640	27 Nov 2026
	Fabrikam Dental Group	Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640	27 Nov 2026
	Fabrikam Dental Group	Practice Management / Documents	176.8 GB	155.7 GB	21.1 GB	58	1184	29 Nov 2026
	Fabrikam Dental Group	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	27 Nov 2026
	Fabrikam Dental Group	Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640	27 Nov 2026
	Fabrikam Dental Group	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640	27 Nov 2026

Flag	Client	Library	Size	Current files	Older versions	Files	Highest version	Last change
	Fabrikam Dental Group	Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	27 Nov 2026
Medium	Fabrikam Dental Group	Patient Records / Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	1	25 Oct 2025
Medium	Fabrikam Dental Group	Finance / Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	1	25 Oct 2025
	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
Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	25 Oct 2025
Medium	Northwind Traders	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	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.