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

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