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.

Filtered view. Libraries: 7 of 23 rows, Client is Contoso Legal LLP. The headline figures cover every row.

Libraries 7 2 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

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