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: 2 of 23 rows, Library is Clients / Documents. The headline figures cover every row.

Libraries 2

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
Contoso Legal LLP	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640	26 Nov 2026
Northwind Traders	Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	26 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, 00:25 UTC.