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

Libraries 3

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	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	26 Nov 2026
Fabrikam Dental Group	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	26 Nov 2026
Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	26 Nov 2026

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