

SharePoint 2019 - Version History - Cleaning Up

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Schlüsselwörter

Cleaning Up Version History storage space

Lösung (öffentlich)

In SharePoint 2019, every change to a document or list item automatically creates a new version.
This versioning feature allows you to restore older file states if needed, but over time it can consume a significant amount of storage space — especially in frequently used document libraries.

To free up storage space, it's a good practice to review and clean up old versions regularly.

How to find the version history:

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Open the document library containing your file.

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Click the three dots (...) next to the file and select "Version History."

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A list of all saved versions appears, showing date, author, and comments.

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From the context menu of each version, you can view, restore, or delete it.

How to clean up old versions:

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You can manually delete individual versions in the version history view.

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For larger cleanup or prevention, use Library Settings → Versioning Settings:

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Go to Library Settings → Versioning Settings.

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Limit the number of major and minor versions to keep (e.g., "Keep only the last 5 versions").

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SharePoint will automatically remove older versions once the limit is exceeded.