

# All clients



PREPARED BY  
Harbour IT

DATE  
13 Oct 2026

DATA COLLECTED  
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
3 clients

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: 6 of 23 rows, Last change: older than a year, 1 column hidden. The headline figures cover every row.

## Libraries 6 6 to review

Every document library, largest first. Preservation Hold libraries hold copies kept by retention policies.

| Flag     | Library                                     | Size    | Current files | Older versions | Files | Highest version | Last change |
|----------|---------------------------------------------|---------|---------------|----------------|-------|-----------------|-------------|
| ● Medium | Clients / Preservation Hold Library         | 14.8 GB | 14.8 GB       | 0 bytes        | 2     | 1               | 8 Sep 2025  |
| ● Medium | Finance / Preservation Hold Library         | 7.4 GB  | 7.4 GB        | 0 bytes        | 2     | 1               | 8 Sep 2025  |
| ● Medium | Patient Records / Preservation Hold Library | 35.3 GB | 35.3 GB       | 0 bytes        | 2     | 1               | 8 Sep 2025  |
| ● Medium | Finance / Preservation Hold Library         | 11.8 GB | 11.8 GB       | 0 bytes        | 2     | 1               | 8 Sep 2025  |
| ● Medium | Clients / Preservation Hold Library         | 24.2 GB | 24.2 GB       | 0 bytes        | 2     | 1               | 8 Sep 2025  |
| ● Medium | Finance / Preservation Hold Library         | 12.1 GB | 12.1 GB       | 0 bytes        | 2     | 1               | 8 Sep 2025  |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.