

# All clients



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 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: 17 of 23 rows, Last change: in the last 30 days, 1 column hidden. The headline figures cover every row.

## Libraries 17

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

| Library                         | Size     | Current files | Older versions | Files | Highest version | Last change |
|---------------------------------|----------|---------------|----------------|-------|-----------------|-------------|
| Clients / Documents             | 126.5 GB | 115.9 GB      | 10.7 GB        | 56    | 640             | 12 Oct 2026 |
| Finance / Documents             | 63.3 GB  | 58.5 GB       | 4.8 GB         | 70    | 640             | 12 Oct 2026 |
| Operations / Documents          | 52.9 GB  | 48.9 GB       | 4.0 GB         | 70    | 640             | 12 Oct 2026 |
| Marketing / Documents           | 33.7 GB  | 31.2 GB       | 2.5 GB         | 70    | 640             | 12 Oct 2026 |
| Staff Intranet / Documents      | 27.0 GB  | 24.9 GB       | 2.0 GB         | 70    | 640             | 12 Oct 2026 |
| Imaging Archive / Documents     | 437.2 GB | 403.9 GB      | 33.3 GB        | 70    | 640             | 12 Oct 2026 |
| Patient Records / Documents     | 298.3 GB | 273.1 GB      | 25.2 GB        | 56    | 640             | 12 Oct 2026 |
| Practice Management / Documents | 176.8 GB | 155.7 GB      | 21.1 GB        | 58    | 1184            | 14 Oct 2026 |
| Finance / Documents             | 100.4 GB | 92.8 GB       | 7.6 GB         | 70    | 640             | 12 Oct 2026 |
| Old Projects / Documents        | 65.3 GB  | 60.3 GB       | 5.0 GB         | 70    | 640             | 12 Oct 2026 |
| Marketing / Documents           | 64.3 GB  | 59.4 GB       | 4.9 GB         | 70    | 640             | 12 Oct 2026 |
|                                 |          |               |                |       |                 |             |

| Library                    | Size     | Current files | Older versions | Files | Highest version | Last change |
|----------------------------|----------|---------------|----------------|-------|-----------------|-------------|
| Staff Intranet / Documents | 39.2 GB  | 36.2 GB       | 3.0 GB         | 70    | 640             | 12 Oct 2026 |
| Clients / Documents        | 209.4 GB | 191.7 GB      | 17.7 GB        | 56    | 640             | 12 Oct 2026 |
| Finance / Documents        | 104.7 GB | 96.7 GB       | 8.0 GB         | 70    | 640             | 12 Oct 2026 |
| Operations / Documents     | 87.2 GB  | 80.5 GB       | 6.6 GB         | 70    | 640             | 12 Oct 2026 |
| Marketing / Documents      | 55.1 GB  | 50.9 GB       | 4.2 GB         | 70    | 640             | 12 Oct 2026 |
| Staff Intranet / Documents | 44.1 GB  | 40.7 GB       | 3.3 GB         | 70    | 640             | 12 Oct 2026 |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.