

All clients



PREPARED BY
Harbour IT

DATE
14 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.

Libraries 23 6 to review

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

Flag	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	11 Oct 2026
	Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	11 Oct 2026
	Contoso Legal LLP	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640	11 Oct 2026
	Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640	11 Oct 2026
	Contoso Legal LLP	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	11 Oct 2026
● Medium	Contoso Legal LLP	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1	8 Sep 2025
● Medium	Contoso Legal LLP	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1	8 Sep 2025
	Fabrikam Dental Group	Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640	11 Oct 2026
	Fabrikam Dental Group	Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640	11 Oct 2026
	Fabrikam Dental Group	Practice Management / Documents	176.8 GB	155.7 GB	21.1 GB	58	1184	13 Oct 2026
	Fabrikam Dental Group	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	11 Oct 2026
	Fabrikam Dental Group	Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640	11 Oct 2026
	Fabrikam Dental Group	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640	11 Oct 2026

Flag	Client	Library	Size	Current files	Older versions	Files	Highest version	Last change
	Fabrikam Dental Group	Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	11 Oct 2026
● Medium	Fabrikam Dental Group	Patient Records / Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	1	8 Sep 2025
● Medium	Fabrikam Dental Group	Finance / Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	1	8 Sep 2025
	Northwind Traders	Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	11 Oct 2026
	Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	11 Oct 2026
	Northwind Traders	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	11 Oct 2026
	Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	11 Oct 2026
	Northwind Traders	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	11 Oct 2026
● Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	8 Sep 2025
● Medium	Northwind Traders	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.