

# 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: 7 of 23 rows, Client is Contoso Legal LLP. The headline figures cover every row.

## Libraries 7 2 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  |

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.