

All clients



PREPARED BY
Harbour IT

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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: 7 of 23 rows, Client is Contoso Legal LLP, 1 column hidden. 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	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
● Medium	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1	9 Sep 2025
● Medium	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1	9 Sep 2025

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