

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.

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	Client	Library	Size	Current files	Older versions	Highest version	Last change
	Contoso Legal LLP	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	640	11 Oct 2026
	Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	640	11 Oct 2026
	Contoso Legal LLP	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	640	11 Oct 2026
	Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	640	11 Oct 2026
	Contoso Legal LLP	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	640	11 Oct 2026
● Medium	Contoso Legal LLP	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	1	8 Sep 2025
● Medium	Contoso Legal LLP	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	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.