

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, 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	Current files	Older versions	Files	Highest version	Last change
	Contoso Legal LLP	Clients / Documents	115.9 GB	10.7 GB	56	640	11 Oct 2026
	Contoso Legal LLP	Finance / Documents	58.5 GB	4.8 GB	70	640	11 Oct 2026
	Contoso Legal LLP	Operations / Documents	48.9 GB	4.0 GB	70	640	11 Oct 2026
	Contoso Legal LLP	Marketing / Documents	31.2 GB	2.5 GB	70	640	11 Oct 2026
	Contoso Legal LLP	Staff Intranet / Documents	24.9 GB	2.0 GB	70	640	11 Oct 2026
● Medium	Contoso Legal LLP	Clients / Preservation Hold Library	14.8 GB	0 bytes	2	1	8 Sep 2025
● Medium	Contoso Legal LLP	Finance / Preservation Hold Library	7.4 GB	0 bytes	2	1	8 Sep 2025

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