

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: 9 of 23 rows, Client is Fabrikam Dental Group, 1 column hidden. The headline figures cover every row.

Libraries 9 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
	Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640	11 Oct 2026
	Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640	11 Oct 2026
	Practice Management / Documents	176.8 GB	155.7 GB	21.1 GB	58	1184	13 Oct 2026
	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	11 Oct 2026
	Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640	11 Oct 2026
	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640	11 Oct 2026
	Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	11 Oct 2026
● Medium	Patient Records / Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	1	8 Sep 2025
● Medium	Finance / Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	1	8 Sep 2025

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