

All clients



PREPARED BY
Harbour IT

DATE
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 Northwind Traders, 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	209.4 GB	191.7 GB	17.7 GB	56	640	12 Oct 2026
	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	12 Oct 2026
	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	12 Oct 2026
	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	12 Oct 2026
	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	12 Oct 2026
● Medium	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	9 Sep 2025
● Medium	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	2	1	9 Sep 2025

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