

All clients



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 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	Client	Library	Size	Current files	Files	Highest version	Last change
	Northwind Traders	Clients / Documents	209.4 GB	191.7 GB	56	640	10 Oct 2026
	Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	70	640	10 Oct 2026
	Northwind Traders	Operations / Documents	87.2 GB	80.5 GB	70	640	10 Oct 2026
	Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	70	640	10 Oct 2026
	Northwind Traders	Staff Intranet / Documents	44.1 GB	40.7 GB	70	640	10 Oct 2026
● Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	24.2 GB	2	1	7 Sep 2025
● Medium	Northwind Traders	Finance / Preservation Hold Library	12.1 GB	12.1 GB	2	1	7 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 12 Oct 2026, 17:16 UTC.