

All clients



PREPARED BY
Harbour IT

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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	Current files	Older versions	Files	Highest version	Last change
	Northwind Traders	Clients / Documents	191.7 GB	17.7 GB	56	640	10 Oct 2026
	Northwind Traders	Finance / Documents	96.7 GB	8.0 GB	70	640	10 Oct 2026
	Northwind Traders	Operations / Documents	80.5 GB	6.6 GB	70	640	10 Oct 2026
	Northwind Traders	Marketing / Documents	50.9 GB	4.2 GB	70	640	10 Oct 2026
	Northwind Traders	Staff Intranet / Documents	40.7 GB	3.3 GB	70	640	10 Oct 2026
● Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	0 bytes	2	1	7 Sep 2025
● Medium	Northwind Traders	Finance / Preservation Hold Library	12.1 GB	0 bytes	2	1	7 Sep 2025

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