

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: 6 of 23 rows, Files is 2, 1 column hidden. The headline figures cover every row.

Libraries 6 6 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
● Medium	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1	8 Sep 2025
● Medium	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1	8 Sep 2025
● 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
● Medium	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	8 Sep 2025
● Medium	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	2	1	8 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 13 Oct 2026, 04:00 UTC.