

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: 13 of 23 rows, Files is 70, 1 column hidden. The headline figures cover every row.

Libraries 13

Every document library, largest first. Preservation Hold libraries hold copies kept by retention policies.

Client	Library	Size	Current files	Older versions	Files	Highest version
Contoso Legal LLP	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640
Contoso Legal LLP	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640
Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640
Contoso Legal LLP	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640
Fabrikam Dental Group	Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640
Fabrikam Dental Group	Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640
Fabrikam Dental Group	Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640
Fabrikam Dental Group	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640
Fabrikam Dental Group	Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640
Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640
Northwind Traders	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640

Client	Library	Size	Current files	Older versions	Files	Highest version
Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640
Northwind Traders	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.