

# 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: 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                     | Current files | Older versions | Files | Highest version | Last change |
|-----------------------|-----------------------------|---------------|----------------|-------|-----------------|-------------|
| Contoso Legal LLP     | Finance / Documents         | 58.5 GB       | 4.8 GB         | 70    | 640             | 11 Oct 2026 |
| Contoso Legal LLP     | Operations / Documents      | 48.9 GB       | 4.0 GB         | 70    | 640             | 11 Oct 2026 |
| Contoso Legal LLP     | Marketing / Documents       | 31.2 GB       | 2.5 GB         | 70    | 640             | 11 Oct 2026 |
| Contoso Legal LLP     | Staff Intranet / Documents  | 24.9 GB       | 2.0 GB         | 70    | 640             | 11 Oct 2026 |
| Fabrikam Dental Group | Imaging Archive / Documents | 403.9 GB      | 33.3 GB        | 70    | 640             | 11 Oct 2026 |
| Fabrikam Dental Group | Finance / Documents         | 92.8 GB       | 7.6 GB         | 70    | 640             | 11 Oct 2026 |
| Fabrikam Dental Group | Old Projects / Documents    | 60.3 GB       | 5.0 GB         | 70    | 640             | 11 Oct 2026 |
| Fabrikam Dental Group | Marketing / Documents       | 59.4 GB       | 4.9 GB         | 70    | 640             | 11 Oct 2026 |
| Fabrikam Dental Group | Staff Intranet / Documents  | 36.2 GB       | 3.0 GB         | 70    | 640             | 11 Oct 2026 |
| Northwind Traders     | Finance / Documents         | 96.7 GB       | 8.0 GB         | 70    | 640             | 11 Oct 2026 |
| Northwind Traders     | Operations / Documents      | 80.5 GB       | 6.6 GB         | 70    | 640             | 11 Oct 2026 |

| Client            | Library                    | Current files | Older versions | Files | Highest version | Last change |
|-------------------|----------------------------|---------------|----------------|-------|-----------------|-------------|
| Northwind Traders | Marketing / Documents      | 50.9 GB       | 4.2 GB         | 70    | 640             | 11 Oct 2026 |
| Northwind Traders | Staff Intranet / Documents | 40.7 GB       | 3.3 GB         | 70    | 640             | 11 Oct 2026 |

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.