

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: 16 of 23 rows, Highest version is 640, 1 column hidden. The headline figures cover every row.

Libraries 16

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

Library	Size	Current files	Older versions	Files	Highest version	Last change
Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640	10 Oct 2026
Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	10 Oct 2026
Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640	10 Oct 2026
Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640	10 Oct 2026
Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	10 Oct 2026
Imaging Archive / Documents	437.2 GB	403.9 GB	33.3 GB	70	640	10 Oct 2026
Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640	10 Oct 2026
Finance / Documents	100.4 GB	92.8 GB	7.6 GB	70	640	10 Oct 2026
Old Projects / Documents	65.3 GB	60.3 GB	5.0 GB	70	640	10 Oct 2026
Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	70	640	10 Oct 2026
Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	10 Oct 2026

Library	Size	Current files	Older versions	Files	Highest version	Last change
Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	10 Oct 2026
Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	10 Oct 2026
Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	10 Oct 2026
Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	10 Oct 2026
Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	10 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 12 Oct 2026, 17:16 UTC.