

All clients



PREPARED BY
Harbour IT

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14 Oct 2026

DATA COLLECTED
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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: 3 of 23 rows, Library is Finance / Preservation Hold Library, 1 column hidden. The headline figures cover every row.

Libraries 3 3 to review

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

Flag	Client	Library	Size	Older versions	Files	Highest version	Last change
● Medium	Contoso Legal LLP	Finance / Preservation Hold Library	7.4 GB	0 bytes	2	1	9 Sep 2025
● Medium	Fabrikam Dental Group	Finance / Preservation Hold Library	11.8 GB	0 bytes	2	1	9 Sep 2025
● Medium	Northwind Traders	Finance / Preservation Hold Library	12.1 GB	0 bytes	2	1	9 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 14 Oct 2026, 04:00 UTC.