

# 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: 1 of 23 rows, Library is Patient Records / Documents, 1 column hidden. The headline figures cover every row.

## Libraries 1

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 |
|-----------------------------|----------|---------------|----------------|-------|-----------------|-------------|
| Patient Records / Documents | 298.3 GB | 273.1 GB      | 25.2 GB        | 56    | 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.