

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: 1 of 23 rows, Library is Patient Records / Preservation Hold Library. The headline figures cover every row.

Libraries 1 1 to review

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

Flag	Client	Library	Size	Current files	Older versions	Files	Highest version	Last change
● Medium	Fabrikam Dental Group	Patient Records / Preservation Hold Library	35.3 GB	35.3 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.