

# 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: 23 of 23 rows, 1 column hidden. The headline figures cover every row.

## Libraries 23 6 to review

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

| Flag     | Client                | Library                             | Size     | Current files | Older versions | Highest version | Last change |
|----------|-----------------------|-------------------------------------|----------|---------------|----------------|-----------------|-------------|
|          | Contoso Legal LLP     | Clients / Documents                 | 126.5 GB | 115.9 GB      | 10.7 GB        | 640             | 11 Oct 2026 |
|          | Contoso Legal LLP     | Finance / Documents                 | 63.3 GB  | 58.5 GB       | 4.8 GB         | 640             | 11 Oct 2026 |
|          | Contoso Legal LLP     | Operations / Documents              | 52.9 GB  | 48.9 GB       | 4.0 GB         | 640             | 11 Oct 2026 |
|          | Contoso Legal LLP     | Marketing / Documents               | 33.7 GB  | 31.2 GB       | 2.5 GB         | 640             | 11 Oct 2026 |
|          | Contoso Legal LLP     | Staff Intranet / Documents          | 27.0 GB  | 24.9 GB       | 2.0 GB         | 640             | 11 Oct 2026 |
| ● Medium | Contoso Legal LLP     | Clients / Preservation Hold Library | 14.8 GB  | 14.8 GB       | 0 bytes        | 1               | 8 Sep 2025  |
| ● Medium | Contoso Legal LLP     | Finance / Preservation Hold Library | 7.4 GB   | 7.4 GB        | 0 bytes        | 1               | 8 Sep 2025  |
|          | Fabrikam Dental Group | Imaging Archive / Documents         | 437.2 GB | 403.9 GB      | 33.3 GB        | 640             | 11 Oct 2026 |
|          | Fabrikam Dental Group | Patient Records / Documents         | 298.3 GB | 273.1 GB      | 25.2 GB        | 640             | 11 Oct 2026 |
|          | Fabrikam Dental Group | Practice Management / Documents     | 176.8 GB | 155.7 GB      | 21.1 GB        | 1184            | 13 Oct 2026 |
|          | Fabrikam Dental Group | Finance / Documents                 | 100.4 GB | 92.8 GB       | 7.6 GB         | 640             | 11 Oct 2026 |

| Flag     | Client                | Library                                     | Size     | Current files | Older versions | Highest version | Last change |
|----------|-----------------------|---------------------------------------------|----------|---------------|----------------|-----------------|-------------|
|          | Fabrikam Dental Group | Old Projects / Documents                    | 65.3 GB  | 60.3 GB       | 5.0 GB         | 640             | 11 Oct 2026 |
|          | Fabrikam Dental Group | Marketing / Documents                       | 64.3 GB  | 59.4 GB       | 4.9 GB         | 640             | 11 Oct 2026 |
|          | Fabrikam Dental Group | Staff Intranet / Documents                  | 39.2 GB  | 36.2 GB       | 3.0 GB         | 640             | 11 Oct 2026 |
| ● Medium | Fabrikam Dental Group | Patient Records / Preservation Hold Library | 35.3 GB  | 35.3 GB       | 0 bytes        | 1               | 8 Sep 2025  |
| ● Medium | Fabrikam Dental Group | Finance / Preservation Hold Library         | 11.8 GB  | 11.8 GB       | 0 bytes        | 1               | 8 Sep 2025  |
|          | Northwind Traders     | Clients / Documents                         | 209.4 GB | 191.7 GB      | 17.7 GB        | 640             | 11 Oct 2026 |
|          | Northwind Traders     | Finance / Documents                         | 104.7 GB | 96.7 GB       | 8.0 GB         | 640             | 11 Oct 2026 |
|          | Northwind Traders     | Operations / Documents                      | 87.2 GB  | 80.5 GB       | 6.6 GB         | 640             | 11 Oct 2026 |
|          | Northwind Traders     | Marketing / Documents                       | 55.1 GB  | 50.9 GB       | 4.2 GB         | 640             | 11 Oct 2026 |
|          | Northwind Traders     | Staff Intranet / Documents                  | 44.1 GB  | 40.7 GB       | 3.3 GB         | 640             | 11 Oct 2026 |
| ● Medium | Northwind Traders     | Clients / Preservation Hold Library         | 24.2 GB  | 24.2 GB       | 0 bytes        | 1               | 8 Sep 2025  |
| ● Medium | Northwind Traders     | Finance / Preservation Hold Library         | 12.1 GB  | 12.1 GB       | 0 bytes        | 1               | 8 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 13 Oct 2026, 04:00 UTC.