

# All clients

PREPARED BY

Harbour IT

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DATA COLLECTED

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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.

## Where the space goes 15

Everything stored in SharePoint sites, by what it is. The tenant has about 1.18 TB (1 TB + 10 GB × 18 licences).

### By part

|                             |                                                                                    |          |
|-----------------------------|------------------------------------------------------------------------------------|----------|
| Current files               |  | 1.78 TB  |
| Older versions of files     |   | 163.9 GB |
| Preservation Hold libraries |   | 105.6 GB |
| Recycle bins                |   | 82.0 GB  |
| Lists, pages and other      |   | 21.1 GB  |

| Client                | Part                        | Size     | Share of storage | How to free it                                                                                         |
|-----------------------|-----------------------------|----------|------------------|--------------------------------------------------------------------------------------------------------|
| Contoso Legal LLP     | Current files               | 279.4 GB | 83%              | Archive or delete files nobody needs. See Largest files and Largest files untouched.                   |
| Contoso Legal LLP     | Older versions of files     | 24.1 GB  | 7%               | Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions. |
| Contoso Legal LLP     | Preservation Hold libraries | 22.2 GB  | 7%               | Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.      |
| Contoso Legal LLP     | Recycle bins                | 7.0 GB   | 2%               | Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days. |
| Contoso Legal LLP     | Lists, pages and other      | 4.4 GB   | 1%               | Lists, pages, site assets, and figures SharePoint hasn't updated yet.                                  |
| Fabrikam Dental Group | Current files               | 1.06 TB  | 83%              | Archive or delete files nobody needs. See Largest files and Largest files untouched.                   |
| Fabrikam Dental Group | Older versions of files     | 100.0 GB | 8%               | Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions. |
| Fabrikam Dental Group | Recycle bins                | 68.0 GB  | 5%               | Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days. |
| Fabrikam Dental Group | Preservation Hold libraries | 47.0 GB  | 4%               | Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.      |

| Client                | Part                        | Size     | Share of storage | How to free it                                                                                         |
|-----------------------|-----------------------------|----------|------------------|--------------------------------------------------------------------------------------------------------|
| Fabrikam Dental Group | Lists, pages and other      | 9.4 GB   | Under 1%         | Lists, pages, site assets, and figures SharePoint hasn't updated yet.                                  |
| Northwind Traders     | Current files               | 460.6 GB | 84%              | Archive or delete files nobody needs. See Largest files and Largest files untouched.                   |
| Northwind Traders     | Older versions of files     | 39.8 GB  | 7%               | Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions. |
| Northwind Traders     | Preservation Hold libraries | 36.4 GB  | 7%               | Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.      |
| Northwind Traders     | Lists, pages and other      | 7.3 GB   | 1%               | Lists, pages, site assets, and figures SharePoint hasn't updated yet.                                  |
| Northwind Traders     | Recycle bins                | 7.0 GB   | 1%               | Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days. |

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.