SHAREPOINT STORAGE: WHERE THE SPACE GOES

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

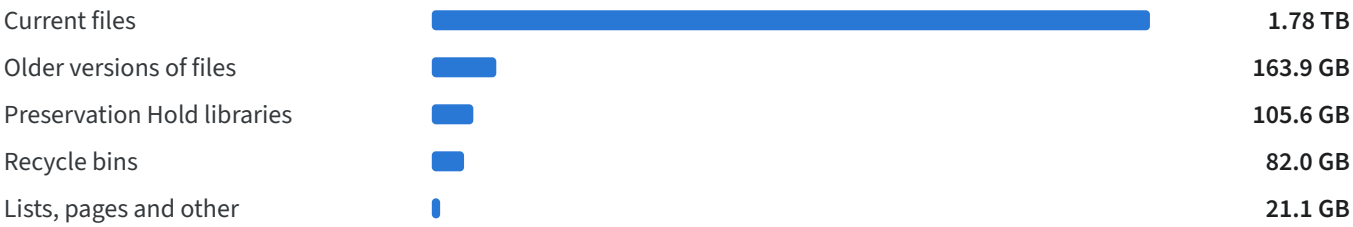
What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Filtered view. Where the space goes: 15 of 15 rows, 1 column hidden. The headline figures cover every row.

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



Part	Size	Share of storage	How to free it
Current files	279.4 GB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Older versions of files	24.1 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Preservation Hold libraries	22.2 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Recycle bins	7.0 GB	2%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.
Lists, pages and other	4.4 GB	1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
Current files	1.06 TB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Older versions of files	100.0 GB	8%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Recycle bins	68.0 GB	5%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.
Preservation Hold libraries	47.0 GB	4%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Lists, pages and other	9.4 GB	Under 1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.

Part	Size	Share of storage	How to free it
Current files	460.6 GB	84%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Older versions of files	39.8 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Preservation Hold libraries	36.4 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Lists, pages and other	7.3 GB	1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
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 29 Nov 2026, 10:48 UTC.