

SharePoint Storage Ceiling Rescue Kit

The tenant is near its storage ceiling and buying more space looks like the only move. It is the last one. Work these five levers first — with realistic recovery ranges, not theoretical maximums. Print this, tick each box, and take it to your next review.

THE FIVE LEVERS — CHECKLIST

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 01 Version history trim
Where: Version history limits | Set org policy to Automatic; trim existing. |
| <input type="checkbox"/> | 02 Recycle-bin purge
Where: Recycle bin (site + 2nd stage) | Empty both stages to reclaim now. |
| <input type="checkbox"/> | 03 OneDrive of leavers
Where: Settings > Retention | Separate pool. Set retention; sweep. |
| <input type="checkbox"/> | 04 Microsoft 365 Archive
Where: M365 Archive | Cold-tier inactive sites; keep retention. |
| <input type="checkbox"/> | 05 SAM inactive-site policy
Where: SharePoint Advanced Mgmt | Licensed is not activated. Turn it on. |

RECOVERY RANGE WORKSHEET

Theoretical maximum recoverable (all sites trimmed): _____ TB
Share of content under legal hold / regulator retention: _____ %
Realistic recoverable (theoretical x (1 - hold share)): _____ TB
Rule of thumb on regulated tenants: realistic is often HALF the theoretical.

BEFORE YOU BUY MORE STORAGE

1. Never quote a theoretical number without the compliance carve-out — sharp customers reverse-engineer it.
2. SharePoint and OneDrive are SEPARATE pools on commercial M365. Cleaning OneDrive frees nothing in SharePoint.
3. Sequence: policy to Automatic > trim existing > purge bins > archive cold sites > activate SAM.