SHAREPOINT · RESCUE KIT

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

01 **Version history trim.** Set org policy to Automatic; trim existing. *Where: Version history limits*

02 **Recycle-bin purge.** Empty both stages to reclaim now. *Where: Recycle bin (site + 2nd stage)*

03 **OneDrive of leavers.** Separate pool. Set retention; sweep. *Where: Settings > Retention*

04 **Microsoft 365 Archive.** Cold-tier inactive sites; keep retention. *Where: M365 Archive*

05 **SAM inactive-site policy.** Licensed is not activated. Turn it on. *Where: SharePoint Advanced Mgmt*

> BEFORE YOU BUY MORE STORAGE
>
> Never quote a theoretical number without the compliance carve-out — sharp customers reverse-engineer it. SharePoint and OneDrive are SEPARATE pools on commercial M365; cleaning OneDrive frees nothing in SharePoint. Sequence: policy to Automatic → trim existing → purge bins → archive cold sites → activate SAM. Rule of thumb on regulated tenants: realistic recoverable is often HALF the theoretical maximum.