



Overview

Many Microsoft 365 tenants accumulate significant storage overage in SharePoint Online, OneDrive, and Teams — often driven by unchecked file versioning and the absence of retention policies. Organizations respond by purchasing **add-on storage at \$0.20/GB/month**, which compounds into thousands of dollars annually. Patriot Consulting helps clients reclaim this spend through two proven approaches: **SharePoint Version Trimming** (using built-in PowerShell trim jobs to purge excess file versions) and **Microsoft Purview Retention Policies** (automating deletion of aged content across SharePoint, OneDrive, and Teams). Both methods reduce consumed storage without impacting active data or end-user workflows.

Case Study — Consumer Food Manufacturer

Patriot Consulting identified that a consumer food manufacturer was paying for over 12 TB of add-on SharePoint storage, the majority of which was consumed by historical file versions rather than active documents. Using **SharePoint Online version trim jobs**, we targeted their 14 largest site collections and reclaimed **12,247 GB (~12 TB)** in 19 calendar days:

	12.0 TB Storage reclaimed via version trimming	\$2,449/mo Add-on storage cost eliminated	\$29,394/yr Annual savings at \$0.20/GB/month	19 days Total elapsed time for all 14 sites
Site	Date Range	Days	GB Trimmed	Monthly Savings
Site 1	Oct 28 – Nov 16	19	8,291.9	\$1,658
Site 2	Nov 5 – Nov 8	3	2,679.2	\$536
Site 4	Nov 5 – Nov 6	1	469.0	\$94
Site 3	Nov 5 – Nov 9	4	291.2	\$58
Sites 5–14	Nov 5 – Nov 8	1–2	515.9	\$103
Total			12,247.4	\$2,449

Two Paths to Reduce M365 Storage Costs

Approach	How It Works	Best For
Version Trimming (SharePoint PowerShell)	Run trim jobs via New-SPOSiteFileVersionBatchDeleteJob to permanently remove excess file versions by age or count threshold. A What-If analysis can be run first to preview impact before committing. Processing runs at ~2.25 days/TB.	Immediate storage reclamation where version bloat is the primary driver. No change to active files.
Purview Retention Policies (Microsoft-funded workshop)	Define org-wide or site-level retention policies in Microsoft Purview that automatically delete content after a specified period (e.g., 3 years). Applies across SharePoint, OneDrive, Teams channels, and chats. Patriot delivers this via a Microsoft-funded Data Governance Workshop at no cost to the client.	Ongoing governance to prevent future storage growth. Also addresses compliance and data lifecycle requirements.

How to Assess Your Storage Overspend

Step	Action
1	Open the SharePoint Admin Center > Active sites. Sort by Storage used descending to identify your largest sites.
2	Run a Version Storage Usage Report on your top sites using New-SPOSiteFileVersionExpirationReportJob to quantify how much storage is consumed by file versions versus current files.
3	Run a What-If analysis to preview the impact of trimming with your chosen mode (expire by age, count limit, or automatic). This is non-destructive and produces a CSV report.
4	Calculate your potential savings: multiply reclaimable GB by \$0.20/month (the M365 add-on storage rate) and annualize. Contact Patriot to schedule a Microsoft-funded Purview Data Governance Workshop for retention policy design at no cost.

Ready to cut your Microsoft 365 storage costs?

Patriot Consulting offers a **Microsoft-funded Purview Data Governance Workshop** that designs retention policies for your environment — plus hands-on version trimming engagements that deliver measurable savings within 30 days.

Contact Us

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