SHAREPOINT STORAGE: LARGEST FILES

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. Largest files: 30 of 300 rows, Location is Operations / Documents, Last change: older than a year. The headline figures cover every row.

Largest files 30

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Operations / Documents	4.0 GB	None	1	12 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	139.5 MB	3	3 Aug 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Operations / Documents	1.8 GB	132.2 MB	2	25 Dec 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	117.7 MB	5	19 Jun 2025	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	1.6 GB	None	1	25 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	110.5 MB	4	25 May 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	103.2 MB	3	27 Jun 2023	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	101.4 MB	3	5 Aug 2024	carol.bennett@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	1.3 GB	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	96.0 MB	2	8 Aug 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	88.7 MB	6	10 Dec 2024	carol.bennett@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	85.6 MB	5	25 Apr 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	81.5 MB	5	2 Dec 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	80.3 MB	4	29 Mar 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Operations / Documents	1.1 GB	None	1	12 Jun 2024	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	75.0 MB	3	14 Feb 2024	carl.ashworth@contoso.example
Northwind Traders	Projects/Projects archive.zip	Operations / Documents	6.6 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	229.6 MB	3	7 Dec 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	205.8 MB	6	20 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Operations / Documents	2.6 GB	None	1	25 Nov 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Operations / Documents	2.5 GB	181.9 MB	4	7 Nov 2025	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	166.9 MB	3	8 Nov 2024	ann.patel@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Operations / Documents	2.2 GB	None	1	12 Jun 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	158.0 MB	2	16 May 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	149.6 MB	6	10 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	146.1 MB	6	24 Jun 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	140.9 MB	5	21 Jul 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	134.2 MB	5	24 May 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Operations / Documents	1.8 GB	132.2 MB	4	25 Aug 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Operations / Documents	1.8 GB	None	1	12 Jun 2024	carol.mendes@northwindtraders.example

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