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: 6 of 300 rows, Location is Finance / Preservation Hold Library. The headline figures cover every row.

Largest files 6

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Contracts archive_v12.zip	Finance / Preservation Hold Library	4.4 GB	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	3.0 GB	None	1	25 Oct 2025	annabel.fraser@contoso.example
Fabrikam Dental Group	Contracts archive_v12.zip	Finance / Preservation Hold Library	7.1 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.7 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
Northwind Traders	Contracts archive_v12.zip	Finance / Preservation Hold Library	7.3 GB	None	1	25 Oct 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.8 GB	None	1	25 Oct 2025	ann.patel@northwindtraders.example

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.