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: 18 of 300 rows, Changed by is anna.kowalski@fabrikam.example, 1 column hidden. The headline figures cover every row.

Largest files 18

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Practice database backup.bak	Practice Management / Documents	31.0 GB	None	1	31 Aug 2024	anna.kowalski@fabrikam.example
Contracts archive_v12.zip	Patient Records / Preservation Hold Library	21.2 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
X-rays 2019/Photos 2019-10.zip	Imaging Archive / Documents	14.4 GB	1.0 GB	6	12 Nov 2022	anna.kowalski@fabrikam.example
Board pack 2023_v8.pdf	Patient Records / Preservation Hold Library	14.1 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
X-rays 2019/Recording 2019-07.mp4	Imaging Archive / Documents	11.9 GB	852.5 MB	3	24 Jul 2023	anna.kowalski@fabrikam.example
X-rays 2020/Recording 2020-11.mp4	Imaging Archive / Documents	11.1 GB	793.7 MB	2	26 Dec 2024	anna.kowalski@fabrikam.example
X-rays 2019/Photos 2019-06.zip	Imaging Archive / Documents	11.1 GB	792.7 MB	2	23 Dec 2023	anna.kowalski@fabrikam.example
Consent forms/Recording 2023-11.mp4	Patient Records / Documents	10.4 GB	744.9 MB	2	14 May 2024	anna.kowalski@fabrikam.example
Consent forms/Export 2020-08.zip	Patient Records / Documents	8.7 GB	622.5 MB	4	4 Dec 2023	anna.kowalski@fabrikam.example
X-rays 2020/Recording 2020-07.mp4	Imaging Archive / Documents	8.6 GB	619.7 MB	3	28 Feb 2024	anna.kowalski@fabrikam.example
Treatment plans/Export 2024-12.zip	Patient Records / Documents	8.0 GB	571.2 MB	3	8 Jun 2024	anna.kowalski@fabrikam.example

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Finance / Documents	7.6 GB	None	1	12 Jun 2024	anna.kowalski@fabrikam.example
Contracts archive_v12.zip	Finance / Preservation Hold Library	7.1 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.7 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
Treatment plans/Recording 2021-03.mp4	Patient Records / Documents	4.2 GB	304.1 MB	4	27 Dec 2024	anna.kowalski@fabrikam.example
Rotas/Export 2020-08.zip	Practice Management / Documents	4.0 GB	284.3 MB	4	31 Dec 2023	anna.kowalski@fabrikam.example
CBCT scans/Photos 2024-06.zip	Imaging Archive / Documents	3.7 GB	266.7 MB	2	8 Nov 2026	anna.kowalski@fabrikam.example
Rotas/Recording 2019-07.mp4	Practice Management / Documents	3.7 GB	265.6 MB	3	13 Mar 2023	anna.kowalski@fabrikam.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.