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: 24 of 300 rows, Changed by is eve.sinclair@northwindtraders.example. The headline figures cover every row.

## Largest files 24

Size includes older versions.

| Client | File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|---|
| Northwind Traders | Client files/Client files archive.zip | Clients / Documents | 15.8 GB | None | 1 | 12 Jun 2024 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Client files/Scans 2021-09.zip | Clients / Documents | 6.5 GB | 465.6 MB | 5 | 19 May 2025 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Client files/Export 2020-08.zip | Clients / Documents | 6.1 GB | 436.9 MB | 4 | 19 Sep 2026 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Client files/Export 2022-04.zip | Clients / Documents | 4.5 GB | 322.3 MB | 5 | 12 Dec 2022 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Engagement letters/Export 2020-08.zip | Clients / Documents | 4.4 GB | 317.6 MB | 4 | 6 Sep 2026 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Engagement letters/Scans 2023-05.zip | Clients / Documents | 3.6 GB | 255.1 MB | 6 | 18 Jun 2026 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Projects/Photos 2022-10.zip | Finance / Documents | 3.4 GB | 247.1 MB | 6 | 9 Jul 2023 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Payroll/Recording 2019-07.mp4 | Clients / Documents | 3.3 GB | 237.7 MB | 3 | 11 Jan 2025 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Engagement letters/Export 2022-04.zip | Clients / Documents | 3.3 GB | 234.3 MB | 5 | 27 Oct 2026 | eve.sinclair@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 | Archive/Recording 2023-11.mp4 | Finance / Documents | 2.7 GB | 190.0 MB | 2 | 21 Feb 2025 | eve.sinclair@northwindtraders.example |

| Client | File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|---|
| Northwind Traders | Payroll/Export 2022-04.zip | Clients / Documents | 2.6 GB | 187.7 MB | 5 | 10 Mar 2024 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Year end/Export 2024-12.zip | Clients / Documents | 2.6 GB | 185.5 MB | 3 | 4 Jul 2025 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Archive/Scans 2021-09.zip | Finance / Documents | 2.4 GB | 169.2 MB | 5 | 3 Nov 2022 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Templates/Templates archive.zip | Operations / Documents | 2.2 GB | None | 1 | 12 Jun 2024 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Archive/Export 2020-08.zip | Finance / Documents | 2.2 GB | 158.8 MB | 4 | 12 Nov 2023 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Payroll/Photos 2020-02.zip | Clients / Documents | 2.2 GB | 154.3 MB | 3 | 25 Nov 2024 | eve.sinclair@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 | Projects/Export 2022-04.zip | Operations / Documents | 1.9 GB | 134.2 MB | 5 | 24 May 2023 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Projects/Photos 2020-02.zip | Finance / Documents | 1.8 GB | 132.5 MB | 3 | 19 Aug 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 | Year end/Photos 2024-06.zip | Clients / Documents | 1.8 GB | 127.7 MB | 2 | 15 Aug 2026 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Projects/Scans 2021-09.zip | Marketing / Documents | 1.7 GB | 122.5 MB | 5 | 27 Aug 2023 | eve.sinclair@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, 04:00 UTC.