SHAREPOINT STORAGE: LARGEST FILES

# All clients

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 16 Oct 2026 | 15 Oct 2026, 04:00 UTC | 3 clients |

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, 1 column hidden. The headline figures cover every row.

## Largest files 6

Size includes older versions.

| Client | File | Location | Size | Older versions | Version | Last change |
|---|---|---|---|---|---|---|
| Contoso Legal LLP | Contracts archive_v12.zip | Finance / Preservation Hold Library | 4.4 GB | None | 1 | 10 Sep 2025 |
| Contoso Legal LLP | Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 3.0 GB | None | 1 | 10 Sep 2025 |
| Fabrikam Dental Group | Contracts archive_v12.zip | Finance / Preservation Hold Library | 7.1 GB | None | 1 | 10 Sep 2025 |
| Fabrikam Dental Group | Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 4.7 GB | None | 1 | 10 Sep 2025 |
| Northwind Traders | Contracts archive_v12.zip | Finance / Preservation Hold Library | 7.3 GB | None | 1 | 10 Sep 2025 |
| Northwind Traders | Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 4.8 GB | None | 1 | 10 Sep 2025 |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 15 Oct 2026, 04:00 UTC.