SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	15 Oct 2026	14 Oct 2026, 23:39 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: 2 of 300 rows, Location is Patient Records / Preservation Hold Library, 1 column hidden. The headline figures cover every row.

Largest files 2

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Contracts archive_v12.zip	Patient Records / Preservation Hold Library	21.2 GB	None	1	9 Sep 2025	anna.kowalski@fabrikam.example
Board pack 2023_v8.pdf	Patient Records / Preservation Hold Library	14.1 GB	None	1	9 Sep 2025	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 14 Oct 2026, 23:39 UTC.