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: 54 of 300 rows, Version is 1. The headline figures cover every row.

## Largest files 54

Size includes older versions.

| Client | File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|---|
| Contoso Legal LLP | Client files/Client files archive.zip | Clients / Documents | 9.6 GB | None | 1 | 27 Apr 2024 | carol.bennett@contoso.example |
| Contoso Legal LLP | Contracts archive_v12.zip | Clients / Preservation Hold Library | 8.9 GB | None | 1 | 9 Sep 2025 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Board pack 2023_v8.pdf | Clients / Preservation Hold Library | 5.9 GB | None | 1 | 9 Sep 2025 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Projects/Projects archive.zip | Finance / Documents | 4.8 GB | None | 1 | 27 Apr 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Contracts archive_v12.zip | Finance / Preservation Hold Library | 4.4 GB | None | 1 | 9 Sep 2025 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Projects/Projects archive.zip | Operations / Documents | 4.0 GB | None | 1 | 27 Apr 2024 | carol.bennett@contoso.example |
| Contoso Legal LLP | Client files/Client files export.pst | Clients / Documents | 3.7 GB | None | 1 | 10 Oct 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Year end/Year end archive.zip | Clients / Documents | 3.2 GB | None | 1 | 27 Apr 2024 | carl.ashworth@contoso.example |
| Contoso Legal LLP | Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 3.0 GB | None | 1 | 9 Sep 2025 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Projects/Projects archive.zip | Marketing / Documents | 2.5 GB | None | 1 | 27 Apr 2024 | carol.bennett@contoso.example |
| Contoso Legal LLP | Projects/Projects archive.zip | Staff Intranet / Documents | 2.0 GB | None | 1 | 27 Apr 2024 | eve.lambert@contoso.example |

| Client | File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|---|
| Contoso Legal LLP | Projects/Projects export.pst | Finance / Documents | 1.9 GB | None | 1 | 10 Oct 2023 | carol.bennett@contoso.example |
| Contoso Legal LLP | Templates/Templates archive.zip | Finance / Documents | 1.6 GB | None | 1 | 27 Apr 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Projects/Projects export.pst | Operations / Documents | 1.6 GB | None | 1 | 10 Oct 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Templates/Templates archive.zip | Operations / Documents | 1.3 GB | None | 1 | 27 Apr 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Scans/Scans archive.zip | Finance / Documents | 1.3 GB | None | 1 | 27 Apr 2024 | carl.ashworth@contoso.example |
| Contoso Legal LLP | Year end/Year end export.pst | Clients / Documents | 1.3 GB | None | 1 | 10 Oct 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Scans/Scans archive.zip | Operations / Documents | 1.1 GB | None | 1 | 27 Apr 2024 | eve.lambert@contoso.example |
| Fabrikam Dental Group | X-rays 2019/X-rays 2019 archive.zip | Imaging Archive / Documents | 33.1 GB | None | 1 | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| Fabrikam Dental Group | Practice database backup.bak | Practice Management / Documents | 31.0 GB | None | 1 | 16 Jul 2024 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | Consent forms/Consent forms archive.zip | Patient Records / Documents | 22.6 GB | None | 1 | 27 Apr 2024 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Contracts archive_v12.zip | Patient Records / Preservation Hold Library | 21.2 GB | None | 1 | 9 Sep 2025 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | Board pack 2023_v8.pdf | Patient Records / Preservation Hold Library | 14.1 GB | None | 1 | 9 Sep 2025 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | X-rays 2019/X-rays 2019 export.pst | Imaging Archive / Documents | 12.9 GB | None | 1 | 10 Oct 2023 | carl.svensson@fabrikam.example |
| Fabrikam Dental Group | CBCT scans/CBCT scans archive.zip | Imaging Archive / Documents | 11.1 GB | None | 1 | 27 Apr 2024 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Rotas/Rotas archive.zip | Practice Management / Documents | 10.3 GB | None | 1 | 27 Apr 2024 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Referral images/Referral images archive.zip | Imaging Archive / Documents | 8.9 GB | None | 1 | 27 Apr 2024 | carl.svensson@fabrikam.example |
| Fabrikam Dental Group | Consent forms/Consent forms export.pst | Patient Records / Documents | 8.8 GB | None | 1 | 10 Oct 2023 | carl.svensson@fabrikam.example |

| Client | File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|---|
| Fabrikam Dental Group | Projects/Projects archive.zip | Finance / Documents | 7.6 GB | None | 1 | 27 Apr 2024 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | Lab dockets/Lab dockets archive.zip | Patient Records / Documents | 7.6 GB | None | 1 | 27 Apr 2024 | carl.svensson@fabrikam.example |
| Fabrikam Dental Group | Contracts archive_v12.zip | Finance / Preservation Hold Library | 7.1 GB | None | 1 | 9 Sep 2025 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | Projects/Projects archive.zip | Old Projects / Documents | 4.9 GB | None | 1 | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| Fabrikam Dental Group | Projects/Projects archive.zip | Marketing / Documents | 4.9 GB | None | 1 | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| Fabrikam Dental Group | Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 4.7 GB | None | 1 | 9 Sep 2025 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | CBCT scans/CBCT scans export.pst | Imaging Archive / Documents | 4.3 GB | None | 1 | 10 Oct 2023 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Rotas/Rotas export.pst | Practice Management / Documents | 4.0 GB | None | 1 | 10 Oct 2023 | evelyn.shaw@fabrikam.example |
| Northwind Traders | Client files/Client files archive.zip | Clients / Documents | 15.8 GB | None | 1 | 27 Apr 2024 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Contracts archive_v12.zip | Clients / Preservation Hold Library | 14.5 GB | None | 1 | 9 Sep 2025 | ann.patel@northwindtraders.example |
| Northwind Traders | Board pack 2023_v8.pdf | Clients / Preservation Hold Library | 9.7 GB | None | 1 | 9 Sep 2025 | ann.patel@northwindtraders.example |
| Northwind Traders | Projects/Projects archive.zip | Finance / Documents | 7.9 GB | None | 1 | 27 Apr 2024 | carl.jensen@northwindtraders.example |
| Northwind Traders | Contracts archive_v12.zip | Finance / Preservation Hold Library | 7.3 GB | None | 1 | 9 Sep 2025 | ann.patel@northwindtraders.example |
| Northwind Traders | Projects/Projects archive.zip | Operations / Documents | 6.6 GB | None | 1 | 27 Apr 2024 | carl.jensen@northwindtraders.example |

| Client | File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|---|
| Northwind Traders | Client files/Client files export.pst | Clients / Documents | 6.2 GB | None | 1 | 10 Oct 2023 | ann.patel@northwindtraders.example |
| Northwind Traders | Year end/Year end archive.zip | Clients / Documents | 5.3 GB | None | 1 | 27 Apr 2024 | carl.jensen@northwindtraders.example |
| Northwind Traders | Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 4.8 GB | None | 1 | 9 Sep 2025 | ann.patel@northwindtraders.example |
| Northwind Traders | Projects/Projects archive.zip | Marketing / Documents | 4.2 GB | None | 1 | 27 Apr 2024 | carl.jensen@northwindtraders.example |
| Northwind Traders | Projects/Projects archive.zip | Staff Intranet / Documents | 3.3 GB | None | 1 | 27 Apr 2024 | carl.jensen@northwindtraders.example |
| Northwind Traders | Projects/Projects export.pst | Finance / Documents | 3.1 GB | None | 1 | 10 Oct 2023 | carol.mendes@northwindtraders.example |
| Northwind Traders | Templates/Templates archive.zip | Finance / Documents | 2.7 GB | None | 1 | 27 Apr 2024 | carol.mendes@northwindtraders.example |
| Northwind Traders | Projects/Projects export.pst | Operations / Documents | 2.6 GB | None | 1 | 10 Oct 2023 | carol.mendes@northwindtraders.example |
| Northwind Traders | Templates/Templates archive.zip | Operations / Documents | 2.2 GB | None | 1 | 27 Apr 2024 | eve.sinclair@northwindtraders.example |
| Northwind Traders | Scans/Scans archive.zip | Finance / Documents | 2.1 GB | None | 1 | 27 Apr 2024 | ann.patel@northwindtraders.example |
| Northwind Traders | Year end/Year end export.pst | Clients / Documents | 2.1 GB | None | 1 | 10 Oct 2023 | ann.patel@northwindtraders.example |
| Northwind Traders | Scans/Scans archive.zip | Operations / Documents | 1.8 GB | None | 1 | 27 Apr 2024 | carol.mendes@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 14 Oct 2026, 23:39 UTC.