SHAREPOINT STORAGE: LARGEST FOLDERS

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 folders: 15 of 81 rows, Location is Staff Intranet / Documents. The headline figures cover every row.

Largest folders 15

Size includes every version of every file inside. Folders inside a listed folder can appear too.

Client	Folder	Location	Size	Files	Share of library
Contoso Legal LLP	Projects	Staff Intranet / Documents	11.3 GB	2,141	42%
Contoso Legal LLP	Archive	Staff Intranet / Documents	6.6 GB	7,706	24%
Contoso Legal LLP	Templates	Staff Intranet / Documents	3.8 GB	3,006	14%
Contoso Legal LLP	Scans	Staff Intranet / Documents	3.1 GB	1,486	11%
Contoso Legal LLP	Shared	Staff Intranet / Documents	2.2 GB	2,608	8%
Fabrikam Dental Group	Projects	Staff Intranet / Documents	16.5 GB	5,819	42%
Fabrikam Dental Group	Archive	Staff Intranet / Documents	9.5 GB	962	24%
Fabrikam Dental Group	Templates	Staff Intranet / Documents	5.5 GB	4,234	14%
Fabrikam Dental Group	Scans	Staff Intranet / Documents	4.4 GB	1,803	11%
Fabrikam Dental Group	Shared	Staff Intranet / Documents	3.2 GB	2,308	8%
Northwind Traders	Projects	Staff Intranet / Documents	18.5 GB	4,429	42%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Archive	Staff Intranet / Documents	10.7 GB	2,015	24%
Northwind Traders	Templates	Staff Intranet / Documents	6.2 GB	7,456	14%
Northwind Traders	Scans	Staff Intranet / Documents	5.0 GB	5,416	11%
Northwind Traders	Shared	Staff Intranet / Documents	3.6 GB	3,873	8%

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