SHAREPOINT STORAGE: LARGEST ITEMS IN RECYCLE BINS

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 items in recycle bins: 33 of 33 rows, 1 column hidden. The headline figures cover every row.

Largest items in recycle bins 33

From the sites with the fullest recycle bins. These leave on their own 93 days after deletion, or straight away when the bin is emptied.

Item	Site	Size	Deleted	Deleted from
Scanner exports 2022.zip	Clients	2.2 GB	17 Nov 2026	sites/clients/Shared Documents/Scans
Old camera images	Clients	1.2 GB	27 Oct 2026	sites/clients/Shared Documents/Images
Scanner exports 2022.zip	Finance	1.1 GB	17 Nov 2026	sites/finance/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Clients	614.4 MB	25 Nov 2026	sites/clients/Shared Documents/Rotas
Old camera images	Finance	614.4 MB	27 Oct 2026	sites/finance/Shared Documents/Images
Scanner exports 2022.zip	Operations	563.2 MB	17 Nov 2026	sites/operations/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Finance	307.2 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas
Old camera images	Operations	307.2 MB	27 Oct 2026	sites/operations/Shared Documents/Images
Copy of Copy of Rota.xlsx	Operations	153.6 MB	25 Nov 2026	sites/operations/Shared Documents/Rotas
Scanner exports 2022.zip	Imaging Archive	25.3 GB	17 Nov 2026	sites/imaging/Shared Documents/Scans
Old camera images	Imaging Archive	13.8 GB	27 Oct 2026	sites/imaging/Shared Documents/Images
Copy of Copy of Rota.xlsx	Imaging Archive	6.9 GB	25 Nov 2026	sites/imaging/Shared Documents/Rotas
Scanner exports 2022.zip	Patient Records	6.6 GB	17 Nov 2026	sites/patient-records/Shared Documents/Scans
Old camera images	Patient Records	3.6 GB	27 Oct 2026	sites/patient-records/Shared Documents/Images
Scanner exports 2022.zip	Practice Management	3.3 GB	17 Nov 2026	sites/practice/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Patient Records	1.8 GB	25 Nov 2026	sites/patient-records/Shared Documents/Rotas
Old camera images	Practice Management	1.8 GB	27 Oct 2026	sites/practice/Shared Documents/Images
Scanner exports 2022.zip	Finance	1.6 GB	17 Nov 2026	sites/finance/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Practice Management	921.6 MB	25 Nov 2026	sites/practice/Shared Documents/Rotas
Old camera images	Finance	921.6 MB	27 Oct 2026	sites/finance/Shared Documents/Images
Scanner exports 2022.zip	Marketing	563.2 MB	17 Nov 2026	sites/marketing/Shared Documents/Scans

Item	Site	Size	Deleted	Deleted from
Copy of Copy of Rota.xlsx	Finance	460.8 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas
Old camera images	Marketing	307.2 MB	27 Oct 2026	sites/marketing/Shared Documents/Images
Copy of Copy of Rota.xlsx	Marketing	153.6 MB	25 Nov 2026	sites/marketing/Shared Documents/Rotas
Scanner exports 2022.zip	Clients	2.2 GB	17 Nov 2026	sites/clients/Shared Documents/Scans
Old camera images	Clients	1.2 GB	27 Oct 2026	sites/clients/Shared Documents/Images
Scanner exports 2022.zip	Finance	1.1 GB	17 Nov 2026	sites/finance/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Clients	614.4 MB	25 Nov 2026	sites/clients/Shared Documents/Rotas
Old camera images	Finance	614.4 MB	27 Oct 2026	sites/finance/Shared Documents/Images
Scanner exports 2022.zip	Operations	563.2 MB	17 Nov 2026	sites/operations/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Finance	307.2 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas
Old camera images	Operations	307.2 MB	27 Oct 2026	sites/operations/Shared Documents/Images
Copy of Copy of Rota.xlsx	Operations	153.6 MB	25 Nov 2026	sites/operations/Shared Documents/Rotas

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, 10:48 UTC.