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.

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.

Client	Item	Site	Size	Deleted	Deleted from
Contoso Legal LLP	Scanner exports 2022.zip	Clients	2.2 GB	17 Nov 2026	sites/clients/Shared Documents/Scans
Contoso Legal LLP	Old camera images	Clients	1.2 GB	27 Oct 2026	sites/clients/Shared Documents/Images
Contoso Legal LLP	Scanner exports 2022.zip	Finance	1.1 GB	17 Nov 2026	sites/finance/Shared Documents/Scans
Contoso Legal LLP	Copy of Copy of Rota.xlsx	Clients	614.4 MB	25 Nov 2026	sites/clients/Shared Documents/Rotas
Contoso Legal LLP	Old camera images	Finance	614.4 MB	27 Oct 2026	sites/finance/Shared Documents/Images
Contoso Legal LLP	Scanner exports 2022.zip	Operations	563.2 MB	17 Nov 2026	sites/operations/Shared Documents/Scans
Contoso Legal LLP	Copy of Copy of Rota.xlsx	Finance	307.2 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas
Contoso Legal LLP	Old camera images	Operations	307.2 MB	27 Oct 2026	sites/operations/Shared Documents/Images
Contoso Legal LLP	Copy of Copy of Rota.xlsx	Operations	153.6 MB	25 Nov 2026	sites/operations/Shared Documents/Rotas
Fabrikam Dental Group	Scanner exports 2022.zip	Imaging Archive	25.3 GB	17 Nov 2026	sites/imaging/Shared Documents/Scans
Fabrikam Dental Group	Old camera images	Imaging Archive	13.8 GB	27 Oct 2026	sites/imaging/Shared Documents/Images
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Imaging Archive	6.9 GB	25 Nov 2026	sites/imaging/Shared Documents/Rotas
Fabrikam Dental Group	Scanner exports 2022.zip	Patient Records	6.6 GB	17 Nov 2026	sites/patient-records/Shared Documents/Scans
Fabrikam Dental Group	Old camera images	Patient Records	3.6 GB	27 Oct 2026	sites/patient-records/Shared Documents/Images

Client	Item	Site	Size	Deleted	Deleted from
Fabrikam Dental Group	Scanner exports 2022.zip	Practice Management	3.3 GB	17 Nov 2026	sites/practice/Shared Documents/Scans
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Patient Records	1.8 GB	25 Nov 2026	sites/patient-records/Shared Documents/Rotas
Fabrikam Dental Group	Old camera images	Practice Management	1.8 GB	27 Oct 2026	sites/practice/Shared Documents/Images
Fabrikam Dental Group	Scanner exports 2022.zip	Finance	1.6 GB	17 Nov 2026	sites/finance/Shared Documents/Scans
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Practice Management	921.6 MB	25 Nov 2026	sites/practice/Shared Documents/Rotas
Fabrikam Dental Group	Old camera images	Finance	921.6 MB	27 Oct 2026	sites/finance/Shared Documents/Images
Fabrikam Dental Group	Scanner exports 2022.zip	Marketing	563.2 MB	17 Nov 2026	sites/marketing/Shared Documents/Scans
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Finance	460.8 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas
Fabrikam Dental Group	Old camera images	Marketing	307.2 MB	27 Oct 2026	sites/marketing/Shared Documents/Images
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Marketing	153.6 MB	25 Nov 2026	sites/marketing/Shared Documents/Rotas
Northwind Traders	Scanner exports 2022.zip	Clients	2.2 GB	17 Nov 2026	sites/clients/Shared Documents/Scans
Northwind Traders	Old camera images	Clients	1.2 GB	27 Oct 2026	sites/clients/Shared Documents/Images
Northwind Traders	Scanner exports 2022.zip	Finance	1.1 GB	17 Nov 2026	sites/finance/Shared Documents/Scans
Northwind Traders	Copy of Copy of Rota.xlsx	Clients	614.4 MB	25 Nov 2026	sites/clients/Shared Documents/Rotas
Northwind Traders	Old camera images	Finance	614.4 MB	27 Oct 2026	sites/finance/Shared Documents/Images
Northwind Traders	Scanner exports 2022.zip	Operations	563.2 MB	17 Nov 2026	sites/operations/Shared Documents/Scans
Northwind Traders	Copy of Copy of Rota.xlsx	Finance	307.2 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas
Northwind Traders	Old camera images	Operations	307.2 MB	27 Oct 2026	sites/operations/Shared Documents/Images
Northwind Traders	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, 04:00 UTC.