

All clients

PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
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.

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	1 Oct 2026	sites/clients/Shared Documents/Scans
Contoso Legal LLP	Old camera images	Clients	1.2 GB	10 Sep 2026	sites/clients/Shared Documents/Images
Contoso Legal LLP	Scanner exports 2022.zip	Finance	1.1 GB	1 Oct 2026	sites/finance/Shared Documents/Scans
Contoso Legal LLP	Copy of Copy of Rota.xlsx	Clients	614.4 MB	9 Oct 2026	sites/clients/Shared Documents/Rotas
Contoso Legal LLP	Old camera images	Finance	614.4 MB	10 Sep 2026	sites/finance/Shared Documents/Images
Contoso Legal LLP	Scanner exports 2022.zip	Operations	563.2 MB	1 Oct 2026	sites/operations/Shared Documents/Scans
Contoso Legal LLP	Copy of Copy of Rota.xlsx	Finance	307.2 MB	9 Oct 2026	sites/finance/Shared Documents/Rotas
Contoso Legal LLP	Old camera images	Operations	307.2 MB	10 Sep 2026	sites/operations/Shared Documents/Images
Contoso Legal LLP	Copy of Copy of Rota.xlsx	Operations	153.6 MB	9 Oct 2026	sites/operations/Shared Documents/Rotas
Fabrikam Dental Group	Scanner exports 2022.zip	Imaging Archive	25.3 GB	1 Oct 2026	sites/imaging/Shared Documents/Scans
Fabrikam Dental Group	Old camera images	Imaging Archive	13.8 GB	10 Sep 2026	sites/imaging/Shared Documents/Images
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Imaging Archive	6.9 GB	9 Oct 2026	sites/imaging/Shared Documents/Rotas
Fabrikam Dental Group	Scanner exports 2022.zip	Patient Records	6.6 GB	1 Oct 2026	sites/patient-records/Shared Documents/Scans
Fabrikam Dental Group	Old camera images	Patient Records	3.6 GB	10 Sep 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	1 Oct 2026	sites/practice/Shared Documents/Scans
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Patient Records	1.8 GB	9 Oct 2026	sites/patient-records/Shared Documents/Rotas
Fabrikam Dental Group	Old camera images	Practice Management	1.8 GB	10 Sep 2026	sites/practice/Shared Documents/Images
Fabrikam Dental Group	Scanner exports 2022.zip	Finance	1.6 GB	1 Oct 2026	sites/finance/Shared Documents/Scans
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Practice Management	921.6 MB	9 Oct 2026	sites/practice/Shared Documents/Rotas
Fabrikam Dental Group	Old camera images	Finance	921.6 MB	10 Sep 2026	sites/finance/Shared Documents/Images
Fabrikam Dental Group	Scanner exports 2022.zip	Marketing	563.2 MB	1 Oct 2026	sites/marketing/Shared Documents/Scans
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Finance	460.8 MB	9 Oct 2026	sites/finance/Shared Documents/Rotas
Fabrikam Dental Group	Old camera images	Marketing	307.2 MB	10 Sep 2026	sites/marketing/Shared Documents/Images
Fabrikam Dental Group	Copy of Copy of Rota.xlsx	Marketing	153.6 MB	9 Oct 2026	sites/marketing/Shared Documents/Rotas
Northwind Traders	Scanner exports 2022.zip	Clients	2.2 GB	1 Oct 2026	sites/clients/Shared Documents/Scans
Northwind Traders	Old camera images	Clients	1.2 GB	10 Sep 2026	sites/clients/Shared Documents/Images
Northwind Traders	Scanner exports 2022.zip	Finance	1.1 GB	1 Oct 2026	sites/finance/Shared Documents/Scans
Northwind Traders	Copy of Copy of Rota.xlsx	Clients	614.4 MB	9 Oct 2026	sites/clients/Shared Documents/Rotas
Northwind Traders	Old camera images	Finance	614.4 MB	10 Sep 2026	sites/finance/Shared Documents/Images
Northwind Traders	Scanner exports 2022.zip	Operations	563.2 MB	1 Oct 2026	sites/operations/Shared Documents/Scans
Northwind Traders	Copy of Copy of Rota.xlsx	Finance	307.2 MB	9 Oct 2026	sites/finance/Shared Documents/Rotas
Northwind Traders	Old camera images	Operations	307.2 MB	10 Sep 2026	sites/operations/Shared Documents/Images
Northwind Traders	Copy of Copy of Rota.xlsx	Operations	153.6 MB	9 Oct 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 13 Oct 2026, 04:00 UTC.