

## Northwind Traders



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

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: 29 of 100 rows, Changed by is ann.patel@northwindtraders.example, 1 column hidden. The headline figures cover every row.

Storage used

**41%**

551.0 GB of 1.31 TB  
(estimated)

Free space

**793.0 GB**

Full in about 23 months at  
34.6 GB a month

Older versions

**39.8 GB**

7% of storage

Recycle bins

**7.0 GB**

Freed when emptied



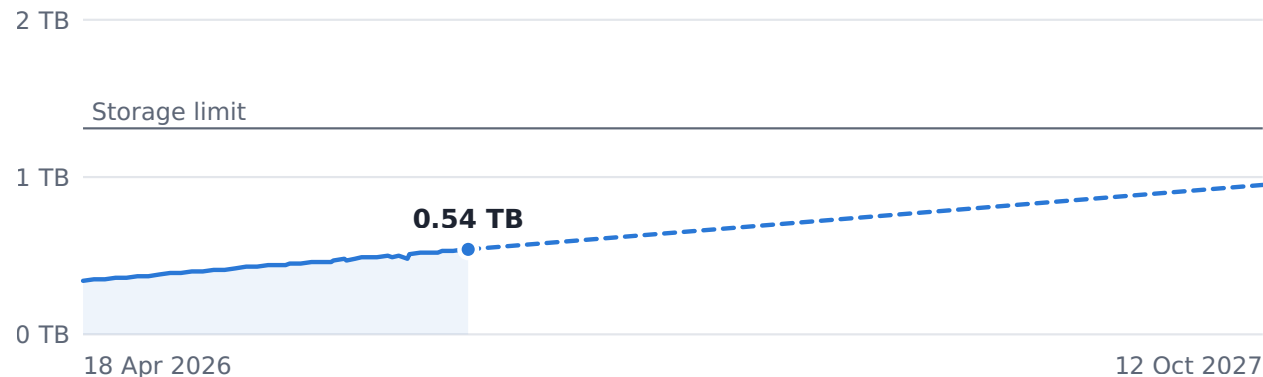
Untouched for 2 years

**279.8 GB**

175 files



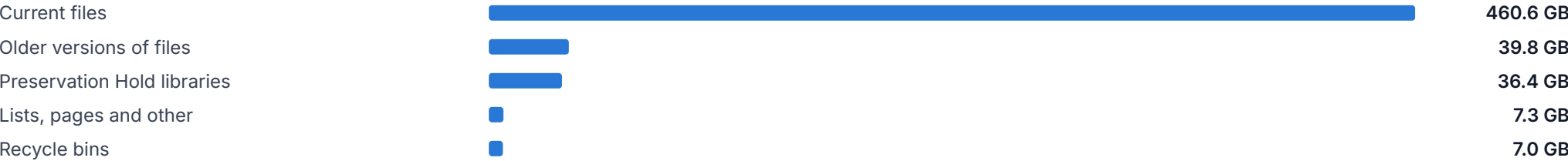
## Storage over time, and where it's heading at the last 30 days' rate



# Where the space goes 5

Everything stored in SharePoint sites, by what it is. The tenant has about 1.31 TB (1 TB + 10 GB × 32 licences).

By part

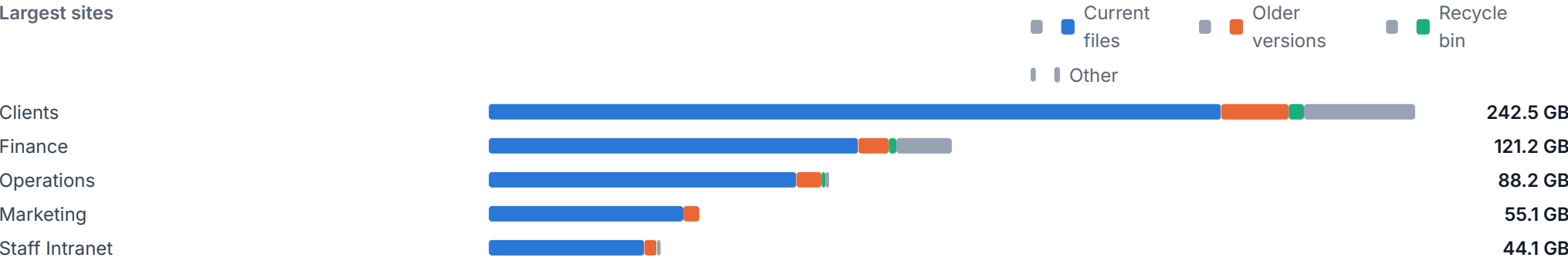


| Part                        | Size     | Share of storage | How to free it                                                                                         |
|-----------------------------|----------|------------------|--------------------------------------------------------------------------------------------------------|
| Current files               | 460.6 GB | 84%              | Archive or delete files nobody needs. See Largest files and Largest files untouched.                   |
| Older versions of files     | 39.8 GB  | 7%               | Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions. |
| Preservation Hold libraries | 36.4 GB  | 7%               | Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.      |
| Lists, pages and other      | 7.3 GB   | 1%               | Lists, pages, site assets, and figures SharePoint hasn't updated yet.                                  |
| Recycle bins                | 7.0 GB   | 1%               | Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days. |

Sites by storage 5

Largest first. Storage used includes versions, the recycle bin and everything else on the site.

Largest sites



| Site           | Storage used | Current files | Older versions | Recycle bin | Untouched 2+ years | Site limit     | Last change |
|----------------|--------------|---------------|----------------|-------------|--------------------|----------------|-------------|
| Clients        | 242.5 GB     | 191.7 GB      | 17.7 GB        | 4.0 GB      | 114.4 GB           | Tenant storage | 10 Oct 2026 |
| Finance        | 121.2 GB     | 96.7 GB       | 8.0 GB         | 2.0 GB      | 60.3 GB            | Tenant storage | 10 Oct 2026 |
| Operations     | 88.2 GB      | 80.5 GB       | 6.6 GB         | 1.0 GB      | 48.9 GB            | Tenant storage | 10 Oct 2026 |
| Marketing      | 55.1 GB      | 50.9 GB       | 4.2 GB         | 0 bytes     | 29.2 GB            | Tenant storage | 10 Oct 2026 |
| Staff Intranet | 44.1 GB      | 40.7 GB       | 3.3 GB         | 0 bytes     | 27.1 GB            | Tenant storage | 10 Oct 2026 |

Largest folders 24

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

| Folder             | Location            | Size    | Files | Share of library |
|--------------------|---------------------|---------|-------|------------------|
| Client files       | Clients / Documents | 87.9 GB | 6,119 | 42%              |
| Engagement letters | Clients / Documents | 51.0 GB | 6,712 | 24%              |
| Projects           | Finance / Documents | 44.0 GB | 3,118 | 42%              |

| Folder    | Location                   | Size    | Files | Share of library |
|-----------|----------------------------|---------|-------|------------------|
| Payroll   | Clients / Documents        | 40.8 GB | 4,421 | 20%              |
| Projects  | Operations / Documents     | 36.6 GB | 6,274 | 42%              |
| Year end  | Clients / Documents        | 29.6 GB | 2,754 | 14%              |
| Archive   | Finance / Documents        | 25.5 GB | 7,858 | 24%              |
| Projects  | Marketing / Documents      | 23.1 GB | 1,381 | 42%              |
| Archive   | Operations / Documents     | 21.2 GB | 7,405 | 24%              |
| Projects  | Staff Intranet / Documents | 18.5 GB | 4,429 | 42%              |
| Templates | Finance / Documents        | 14.8 GB | 4,272 | 14%              |
| Archive   | Marketing / Documents      | 13.4 GB | 8,397 | 24%              |
| Templates | Operations / Documents     | 12.3 GB | 4,922 | 14%              |
| Scans     | Finance / Documents        | 11.8 GB | 5,190 | 11%              |
| Archive   | Staff Intranet / Documents | 10.7 GB | 2,015 | 24%              |
| Scans     | Operations / Documents     | 9.9 GB  | 7,255 | 11%              |
| Shared    | Finance / Documents        | 8.6 GB  | 5,244 | 8%               |
| Templates | Marketing / Documents      | 7.8 GB  | 5,720 | 14%              |
| Shared    | Operations / Documents     | 7.1 GB  | 5,483 | 8%               |
| Scans     | Marketing / Documents      | 6.2 GB  | 6,958 | 11%              |
| Templates | Staff Intranet / Documents | 6.2 GB  | 7,456 | 14%              |
| Scans     | Staff Intranet / Documents | 5.0 GB  | 5,416 | 11%              |
| Shared    | Marketing / Documents      | 4.5 GB  | 6,091 | 8%               |
| Shared    | Staff Intranet / Documents | 3.6 GB  | 3,873 | 8%               |

## Largest files 29

Size includes older versions.

| Location                            | Size    | Older versions | Version | Last change | Changed by                         |
|-------------------------------------|---------|----------------|---------|-------------|------------------------------------|
| Clients / Preservation Hold Library | 14.5 GB | None           | 1       | 7 Sep 2025  | ann.patel@northwindtraders.example |
| Clients / Preservation Hold Library | 9.7 GB  | None           | 1       | 7 Sep 2025  | ann.patel@northwindtraders.example |
| Clients / Documents                 | 7.3 GB  | 522.9 MB       | 2       | 29 Jul 2026 | ann.patel@northwindtraders.example |
| Finance / Preservation Hold Library | 7.3 GB  | None           | 1       | 7 Sep 2025  | ann.patel@northwindtraders.example |
| Clients / Documents                 | 6.2 GB  | None           | 1       | 8 Oct 2023  | ann.patel@northwindtraders.example |
| Clients / Documents                 | 5.6 GB  | 400.9 MB       | 3       | 14 Jun 2023 | ann.patel@northwindtraders.example |
| Clients / Documents                 | 5.3 GB  | 380.1 MB       | 2       | 31 Mar 2025 | ann.patel@northwindtraders.example |
| Finance / Preservation Hold Library | 4.8 GB  | None           | 1       | 7 Sep 2025  | ann.patel@northwindtraders.example |
| Clients / Documents                 | 4.0 GB  | 287.7 MB       | 6       | 23 Jul 2024 | ann.patel@northwindtraders.example |
| Clients / Documents                 | 3.8 GB  | 276.0 MB       | 2       | 23 Jan 2026 | ann.patel@northwindtraders.example |
| Clients / Documents                 | 3.3 GB  | 236.4 MB       | 2       | 7 Oct 2023  | ann.patel@northwindtraders.example |
| Operations / Documents              | 3.2 GB  | 229.6 MB       | 3       | 20 Oct 2023 | ann.patel@northwindtraders.example |
| Clients / Documents                 | 3.1 GB  | 221.0 MB       | 2       | 21 Sep 2025 | ann.patel@northwindtraders.example |
| Finance / Documents                 | 3.0 GB  | 218.5 MB       | 4       | 11 Aug 2026 | ann.patel@northwindtraders.example |
| Clients / Documents                 | 3.0 GB  | 213.5 MB       | 4       | 17 Apr 2023 | ann.patel@northwindtraders.example |
| Finance / Documents                 | 2.8 GB  | 204.1 MB       | 3       | 18 Jul 2026 | ann.patel@northwindtraders.example |
| Finance / Documents                 | 2.5 GB  | 179.6 MB       | 6       | 14 Jan 2025 | ann.patel@northwindtraders.example |
| Clients / Documents                 | 2.5 GB  | 175.9 MB       | 2       | 8 Sep 2025  | ann.patel@northwindtraders.example |
| Finance / Documents                 | 2.4 GB  | 175.5 MB       | 6       | 27 Aug 2023 | ann.patel@northwindtraders.example |
| Clients / Documents                 | 2.4 GB  | 171.0 MB       | 4       | 7 May 2025  | ann.patel@northwindtraders.example |

| Location               | Size   | Older versions | Version | Last change | Changed by                         |
|------------------------|--------|----------------|---------|-------------|------------------------------------|
| Operations / Documents | 2.3 GB | 166.9 MB       | 3       | 21 Sep 2024 | ann.patel@northwindtraders.example |
| Clients / Documents    | 2.3 GB | 166.3 MB       | 6       | 16 May 2025 | ann.patel@northwindtraders.example |
| Operations / Documents | 2.2 GB | 158.2 MB       | 2       | 7 Feb 2026  | ann.patel@northwindtraders.example |
| Finance / Documents    | 2.1 GB | None           | 1       | 25 Apr 2024 | ann.patel@northwindtraders.example |
| Clients / Documents    | 2.1 GB | None           | 1       | 8 Oct 2023  | ann.patel@northwindtraders.example |
| Clients / Documents    | 2.0 GB | 2.0 GB         | 640     | 10 Oct 2026 | ann.patel@northwindtraders.example |
| Marketing / Documents  | 1.9 GB | 137.6 MB       | 2       | 10 Mar 2026 | ann.patel@northwindtraders.example |
| Clients / Documents    | 1.9 GB | 137.3 MB       | 3       | 26 Feb 2026 | ann.patel@northwindtraders.example |
| Operations / Documents | 1.7 GB | 123.6 MB       | 3       | 28 Sep 2026 | ann.patel@northwindtraders.example |

Files with the most version history 100

Files saved many times, often by AutoSave or sync. A version limit on their library stops this growing.

| File                                               | Location               | Older versions | Current size | Version | Last change |
|----------------------------------------------------|------------------------|----------------|--------------|---------|-------------|
| Engagement letters/Engagement letters tracker.xlsx | Clients / Documents    | 2.0 GB         | 9.8 MB       | 640     | 10 Oct 2026 |
| Payroll/Payroll tracker.xlsx                       | Clients / Documents    | 1.6 GB         | 8.0 MB       | 640     | 10 Oct 2026 |
| Archive/Archive tracker.xlsx                       | Finance / Documents    | 1.0 GB         | 8.0 MB       | 640     | 10 Oct 2026 |
| Engagement letters/Engagement letters planner.docx | Clients / Documents    | 1.0 GB         | 14.8 MB      | 212     | 7 Oct 2026  |
| Archive/Archive tracker.xlsx                       | Operations / Documents | 861.7 MB       | 8.0 MB       | 640     | 10 Oct 2026 |
| Payroll/Payroll planner.docx                       | Clients / Documents    | 824.8 MB       | 11.8 MB      | 212     | 7 Oct 2026  |
| Client files/Export 2024-12.zip                    | Clients / Documents    | 551.5 MB       | 7.2 GB       | 3       | 15 Jul 2023 |
| Archive/Archive tracker.xlsx                       | Marketing / Documents  | 541.8 MB       | 8.0 MB       | 640     | 10 Oct 2026 |
| Client files/Recording 2023-11.mp4                 | Clients / Documents    | 522.9 MB       | 6.8 GB       | 2       | 29 Jul 2026 |
| Archive/Archive planner.docx                       | Finance / Documents    | 514.2 MB       | 8.0 MB       | 212     | 7 Oct 2026  |

| File                                                     | Location                                   | Older versions | Current size | Version | Last change |
|----------------------------------------------------------|--------------------------------------------|----------------|--------------|---------|-------------|
| <a href="#">Client files/Photos 2022-10.zip</a>          | <a href="#">Clients / Documents</a>        | 494.2 MB       | 6.4 GB       | 6       | 11 Dec 2022 |
| <a href="#">Client files/Scans 2021-09.zip</a>           | <a href="#">Clients / Documents</a>        | 465.6 MB       | 6.0 GB       | 5       | 1 Apr 2025  |
| <a href="#">Client files/Export 2020-08.zip</a>          | <a href="#">Clients / Documents</a>        | 436.9 MB       | 5.7 GB       | 4       | 2 Aug 2026  |
| <a href="#">Archive/Archive tracker.xlsx</a>             | <a href="#">Staff Intranet / Documents</a> | 431.9 MB       | 8.0 MB       | 640     | 10 Oct 2026 |
| <a href="#">Archive/Archive planner.docx</a>             | <a href="#">Operations / Documents</a>     | 426.9 MB       | 8.0 MB       | 212     | 7 Oct 2026  |
| <a href="#">Client files/Recording 2019-07.mp4</a>       | <a href="#">Clients / Documents</a>        | 408.3 MB       | 5.3 GB       | 3       | 13 Feb 2023 |
| <a href="#">Engagement letters/Export 2024-12.zip</a>    | <a href="#">Clients / Documents</a>        | 400.9 MB       | 5.2 GB       | 3       | 14 Jun 2023 |
| <a href="#">Engagement letters/Recording 2023-11.mp4</a> | <a href="#">Clients / Documents</a>        | 380.1 MB       | 4.9 GB       | 2       | 31 Mar 2025 |
| <a href="#">Client files/Photos 2024-06.zip</a>          | <a href="#">Clients / Documents</a>        | 379.6 MB       | 4.9 GB       | 2       | 11 Oct 2022 |
| <a href="#">Engagement letters/Photos 2022-10.zip</a>    | <a href="#">Clients / Documents</a>        | 359.3 MB       | 4.7 GB       | 6       | 13 Sep 2025 |
| <a href="#">Client files/Scans 2023-05.zip</a>           | <a href="#">Clients / Documents</a>        | 351.0 MB       | 4.6 GB       | 6       | 14 Dec 2023 |
| <a href="#">Shared/Shared tracker.xlsx</a>               | <a href="#">Finance / Documents</a>        | 343.4 MB       | 8.0 MB       | 640     | 10 Oct 2026 |
| <a href="#">Engagement letters/Scans 2021-09.zip</a>     | <a href="#">Clients / Documents</a>        | 338.4 MB       | 4.4 GB       | 5       | 9 May 2025  |
| <a href="#">Client files/Export 2022-04.zip</a>          | <a href="#">Clients / Documents</a>        | 322.3 MB       | 4.2 GB       | 5       | 25 Oct 2022 |
| <a href="#">Payroll/Export 2024-12.zip</a>               | <a href="#">Clients / Documents</a>        | 321.1 MB       | 4.2 GB       | 3       | 31 Oct 2022 |
| <a href="#">Engagement letters/Export 2020-08.zip</a>    | <a href="#">Clients / Documents</a>        | 317.6 MB       | 4.1 GB       | 4       | 20 Jul 2026 |
| <a href="#">Payroll/Recording 2023-11.mp4</a>            | <a href="#">Clients / Documents</a>        | 304.4 MB       | 3.9 GB       | 2       | 4 Dec 2023  |
| <a href="#">Engagement letters/Recording 2019-07.mp4</a> | <a href="#">Clients / Documents</a>        | 296.8 MB       | 3.9 GB       | 3       | 26 Feb 2024 |
| <a href="#">Client files/Recording 2021-03.mp4</a>       | <a href="#">Clients / Documents</a>        | 293.7 MB       | 3.8 GB       | 4       | 22 Jun 2026 |
| <a href="#">Payroll/Photos 2022-10.zip</a>               | <a href="#">Clients / Documents</a>        | 287.7 MB       | 3.7 GB       | 6       | 23 Jul 2024 |
| <a href="#">Shared/Shared tracker.xlsx</a>               | <a href="#">Operations / Documents</a>     | 284.6 MB       | 8.0 MB       | 640     | 10 Oct 2026 |
| <a href="#">Engagement letters/Photos 2024-06.zip</a>    | <a href="#">Clients / Documents</a>        | 276.0 MB       | 3.6 GB       | 2       | 23 Jan 2026 |
| <a href="#">Projects/Export 2024-12.zip</a>              | <a href="#">Finance / Documents</a>        | 275.8 MB       | 3.6 GB       | 3       | 12 Sep 2023 |
|                                                          |                                            |                |              |         |             |

| File                                     | Location                   | Older versions | Current size | Version | Last change |
|------------------------------------------|----------------------------|----------------|--------------|---------|-------------|
| Payroll/Scans 2021-09.zip                | Clients / Documents        | 271.1 MB       | 3.5 GB       | 5       | 25 Sep 2026 |
| Archive/Archive planner.docx             | Marketing / Documents      | 266.9 MB       | 8.0 MB       | 212     | 7 Oct 2026  |
| Client files/Photos 2020-02.zip          | Clients / Documents        | 265.0 MB       | 3.4 GB       | 3       | 20 Apr 2025 |
| Projects/Recording 2023-11.mp4           | Finance / Documents        | 261.4 MB       | 3.4 GB       | 2       | 12 Jan 2026 |
| Engagement letters/Scans 2023-05.zip     | Clients / Documents        | 255.1 MB       | 3.3 GB       | 6       | 1 May 2026  |
| Payroll/Export 2020-08.zip               | Clients / Documents        | 254.4 MB       | 3.3 GB       | 4       | 3 Dec 2022  |
| Projects/Photos 2022-10.zip              | Finance / Documents        | 247.1 MB       | 3.2 GB       | 6       | 22 May 2023 |
| Payroll/Recording 2019-07.mp4            | Clients / Documents        | 237.7 MB       | 3.1 GB       | 3       | 24 Nov 2024 |
| Client files/Scans 2019-01.zip           | Clients / Documents        | 236.4 MB       | 3.1 GB       | 2       | 7 Oct 2023  |
| Engagement letters/Export 2022-04.zip    | Clients / Documents        | 234.3 MB       | 3.0 GB       | 5       | 9 Sep 2026  |
| Projects/Scans 2021-09.zip               | Finance / Documents        | 232.8 MB       | 3.0 GB       | 5       | 10 Feb 2025 |
| Projects/Export 2024-12.zip              | Operations / Documents     | 229.6 MB       | 3.0 GB       | 3       | 20 Oct 2023 |
| Payroll/Photos 2024-06.zip               | Clients / Documents        | 221.0 MB       | 2.9 GB       | 2       | 21 Sep 2025 |
| Projects/Export 2020-08.zip              | Finance / Documents        | 218.5 MB       | 2.8 GB       | 4       | 11 Aug 2026 |
| Projects/Recording 2023-11.mp4           | Operations / Documents     | 217.7 MB       | 2.8 GB       | 2       | 2 Aug 2026  |
| Engagement letters/Recording 2021-03.mp4 | Clients / Documents        | 213.5 MB       | 2.8 GB       | 4       | 17 Apr 2023 |
| Archive/Archive planner.docx             | Staff Intranet / Documents | 211.9 MB       | 8.0 MB       | 212     | 7 Oct 2026  |
| Projects/Photos 2022-10.zip              | Operations / Documents     | 205.8 MB       | 2.7 GB       | 6       | 2 Nov 2022  |
| Payroll/Scans 2023-05.zip                | Clients / Documents        | 204.3 MB       | 2.7 GB       | 6       | 28 Apr 2023 |
| Projects/Recording 2019-07.mp4           | Finance / Documents        | 204.1 MB       | 2.6 GB       | 3       | 18 Jul 2026 |
| Archive/Export 2024-12.zip               | Finance / Documents        | 200.5 MB       | 2.6 GB       | 3       | 30 Oct 2022 |
| Projects/Scans 2021-09.zip               | Operations / Documents     | 193.8 MB       | 2.5 GB       | 5       | 15 Sep 2026 |
| Engagement letters/Photos 2020-02.zip    | Clients / Documents        | 192.6 MB       | 2.5 GB       | 3       | 3 Jul 2026  |
|                                          |                            |                |              |         |             |

| File                                 | Location               | Older versions | Current size | Version | Last change |
|--------------------------------------|------------------------|----------------|--------------|---------|-------------|
| Archive/Recording 2023-11.mp4        | Finance / Documents    | 190.0 MB       | 2.5 GB       | 2       | 4 Jan 2025  |
| Projects/Photos 2024-06.zip          | Finance / Documents    | 189.8 MB       | 2.5 GB       | 2       | 23 Sep 2024 |
| Payroll/Export 2022-04.zip           | Clients / Documents    | 187.7 MB       | 2.4 GB       | 5       | 22 Jan 2024 |
| Year end/Export 2024-12.zip          | Clients / Documents    | 185.5 MB       | 2.4 GB       | 3       | 17 May 2025 |
| Projects/Export 2020-08.zip          | Operations / Documents | 181.9 MB       | 2.4 GB       | 4       | 20 Sep 2025 |
| Archive/Photos 2022-10.zip           | Finance / Documents    | 179.6 MB       | 2.3 GB       | 6       | 14 Jan 2025 |
| Shared/Shared tracker.xlsx           | Marketing / Documents  | 177.0 MB       | 8.0 MB       | 640     | 10 Oct 2026 |
| Year end/Recording 2023-11.mp4       | Clients / Documents    | 175.9 MB       | 2.3 GB       | 2       | 8 Sep 2025  |
| Projects/Scans 2023-05.zip           | Finance / Documents    | 175.5 MB       | 2.3 GB       | 6       | 27 Aug 2023 |
| Engagement letters/Scans 2019-01.zip | Clients / Documents    | 171.8 MB       | 2.2 GB       | 2       | 9 Sep 2023  |
| Payroll/Recording 2021-03.mp4        | Clients / Documents    | 171.0 MB       | 2.2 GB       | 4       | 7 May 2025  |
| Projects/Recording 2019-07.mp4       | Operations / Documents | 170.0 MB       | 2.2 GB       | 3       | 7 Mar 2026  |
| Archive/Scans 2021-09.zip            | Finance / Documents    | 169.2 MB       | 2.2 GB       | 5       | 16 Sep 2022 |
| Shared/Shared planner.docx           | Finance / Documents    | 167.7 MB       | 8.0 MB       | 212     | 7 Oct 2026  |
| Archive/Export 2024-12.zip           | Operations / Documents | 166.9 MB       | 2.2 GB       | 3       | 21 Sep 2024 |
| Year end/Photos 2022-10.zip          | Clients / Documents    | 166.3 MB       | 2.2 GB       | 6       | 16 May 2025 |
| Projects/Export 2022-04.zip          | Finance / Documents    | 161.2 MB       | 2.1 GB       | 5       | 11 Nov 2025 |
| Archive/Export 2020-08.zip           | Finance / Documents    | 158.8 MB       | 2.1 GB       | 4       | 25 Sep 2023 |
| Archive/Recording 2023-11.mp4        | Operations / Documents | 158.2 MB       | 2.1 GB       | 2       | 7 Feb 2026  |
| Projects/Photos 2024-06.zip          | Operations / Documents | 158.0 MB       | 2.1 GB       | 2       | 29 Mar 2023 |
| Year end/Scans 2021-09.zip           | Clients / Documents    | 156.6 MB       | 2.0 GB       | 5       | 10 Aug 2023 |
| Payroll/Photos 2020-02.zip           | Clients / Documents    | 154.3 MB       | 2.0 GB       | 3       | 8 Oct 2024  |
| Archive/Photos 2022-10.zip           | Operations / Documents | 149.6 MB       | 1.9 GB       | 6       | 23 Oct 2022 |
|                                      |                        |                |              |         |             |

| File                           | Location                   | Older versions | Current size | Version | Last change |
|--------------------------------|----------------------------|----------------|--------------|---------|-------------|
| Archive/Recording 2019-07.mp4  | Finance / Documents        | 148.4 MB       | 1.9 GB       | 3       | 12 Nov 2025 |
| Year end/Export 2020-08.zip    | Clients / Documents        | 147.0 MB       | 1.9 GB       | 4       | 7 Dec 2025  |
| Projects/Recording 2021-03.mp4 | Finance / Documents        | 146.8 MB       | 1.9 GB       | 4       | 28 Jan 2026 |
| Projects/Scans 2023-05.zip     | Operations / Documents     | 146.1 MB       | 1.9 GB       | 6       | 7 May 2025  |
| Projects/Export 2024-12.zip    | Marketing / Documents      | 145.2 MB       | 1.9 GB       | 3       | 22 Dec 2024 |
| Archive/Scans 2021-09.zip      | Operations / Documents     | 140.9 MB       | 1.8 GB       | 5       | 3 Jun 2025  |
| Shared/Shared tracker.xlsx     | Staff Intranet / Documents | 140.0 MB       | 8.0 MB       | 640     | 10 Oct 2026 |
| Shared/Shared planner.docx     | Operations / Documents     | 138.3 MB       | 8.0 MB       | 212     | 7 Oct 2026  |
| Archive/Photos 2024-06.zip     | Finance / Documents        | 138.0 MB       | 1.8 GB       | 2       | 5 May 2023  |
| Payroll/Scans 2019-01.zip      | Clients / Documents        | 137.6 MB       | 1.8 GB       | 2       | 2 Jul 2025  |
| Projects/Recording 2023-11.mp4 | Marketing / Documents      | 137.6 MB       | 1.8 GB       | 2       | 10 Mar 2026 |
| Year end/Recording 2019-07.mp4 | Clients / Documents        | 137.3 MB       | 1.8 GB       | 3       | 26 Feb 2026 |
| Projects/Export 2022-04.zip    | Operations / Documents     | 134.2 MB       | 1.7 GB       | 5       | 6 Apr 2023  |
| Projects/Photos 2020-02.zip    | Finance / Documents        | 132.5 MB       | 1.7 GB       | 3       | 2 Jul 2023  |
| Archive/Export 2020-08.zip     | Operations / Documents     | 132.2 MB       | 1.7 GB       | 4       | 8 Jul 2024  |
| Projects/Photos 2022-10.zip    | Marketing / Documents      | 130.1 MB       | 1.7 GB       | 6       | 29 Mar 2026 |
| Year end/Photos 2024-06.zip    | Clients / Documents        | 127.7 MB       | 1.7 GB       | 2       | 28 Jun 2026 |
| Archive/Scans 2023-05.zip      | Finance / Documents        | 127.6 MB       | 1.7 GB       | 6       | 17 Feb 2025 |
| Archive/Recording 2019-07.mp4  | Operations / Documents     | 123.6 MB       | 1.6 GB       | 3       | 28 Sep 2026 |
| Projects/Scans 2021-09.zip     | Marketing / Documents      | 122.5 MB       | 1.6 GB       | 5       | 10 Jul 2023 |
| Projects/Recording 2021-03.mp4 | Operations / Documents     | 122.3 MB       | 1.6 GB       | 4       | 16 Jan 2023 |

## Largest files untouched for 2 years 100

Candidates to archive or delete. Check with the site owner first.

| File                                     | Location               | Size    | Last change | Changed by                            |
|------------------------------------------|------------------------|---------|-------------|---------------------------------------|
| Client files/Client files archive.zip    | Clients / Documents    | 15.8 GB | 25 Apr 2024 | eve.sinclair@northwindtraders.example |
| Projects/Projects archive.zip            | Finance / Documents    | 7.9 GB  | 25 Apr 2024 | carl.jensen@northwindtraders.example  |
| Client files/Export 2024-12.zip          | Clients / Documents    | 7.7 GB  | 15 Jul 2023 | carl.jensen@northwindtraders.example  |
| Client files/Photos 2022-10.zip          | Clients / Documents    | 6.9 GB  | 11 Dec 2022 | carl.jensen@northwindtraders.example  |
| Projects/Projects archive.zip            | Operations / Documents | 6.6 GB  | 25 Apr 2024 | carl.jensen@northwindtraders.example  |
| Client files/Client files export.pst     | Clients / Documents    | 6.2 GB  | 8 Oct 2023  | ann.patel@northwindtraders.example    |
| Client files/Recording 2019-07.mp4       | Clients / Documents    | 5.7 GB  | 13 Feb 2023 | carol.mendes@northwindtraders.example |
| Engagement letters/Export 2024-12.zip    | Clients / Documents    | 5.6 GB  | 14 Jun 2023 | ann.patel@northwindtraders.example    |
| Year end/Year end archive.zip            | Clients / Documents    | 5.3 GB  | 25 Apr 2024 | carl.jensen@northwindtraders.example  |
| Client files/Photos 2024-06.zip          | Clients / Documents    | 5.3 GB  | 11 Oct 2022 | carl.jensen@northwindtraders.example  |
| Client files/Scans 2023-05.zip           | Clients / Documents    | 4.9 GB  | 14 Dec 2023 | carl.jensen@northwindtraders.example  |
| Client files/Export 2022-04.zip          | Clients / Documents    | 4.5 GB  | 25 Oct 2022 | eve.sinclair@northwindtraders.example |
| Payroll/Export 2024-12.zip               | Clients / Documents    | 4.5 GB  | 31 Oct 2022 | carl.jensen@northwindtraders.example  |
| Payroll/Recording 2023-11.mp4            | Clients / Documents    | 4.2 GB  | 4 Dec 2023  | carl.jensen@northwindtraders.example  |
| Projects/Projects archive.zip            | Marketing / Documents  | 4.2 GB  | 25 Apr 2024 | carl.jensen@northwindtraders.example  |
| Engagement letters/Recording 2019-07.mp4 | Clients / Documents    | 4.1 GB  | 26 Feb 2024 | carol.mendes@northwindtraders.example |
| Payroll/Photos 2022-10.zip               | Clients / Documents    | 4.0 GB  | 23 Jul 2024 | ann.patel@northwindtraders.example    |
| Projects/Export 2024-12.zip              | Finance / Documents    | 3.8 GB  | 12 Sep 2023 | carl.jensen@northwindtraders.example  |
| Payroll/Export 2020-08.zip               | Clients / Documents    | 3.5 GB  | 3 Dec 2022  | carl.jensen@northwindtraders.example  |
| Projects/Photos 2022-10.zip              | Finance / Documents    | 3.4 GB  | 22 May 2023 | eve.sinclair@northwindtraders.example |

| File                                     | Location                   | Size   | Last change | Changed by                            |
|------------------------------------------|----------------------------|--------|-------------|---------------------------------------|
| Projects/Projects archive.zip            | Staff Intranet / Documents | 3.3 GB | 25 Apr 2024 | carl.jensen@northwindtraders.example  |
| Client files/Scans 2019-01.zip           | Clients / Documents        | 3.3 GB | 7 Oct 2023  | ann.patel@northwindtraders.example    |
| Projects/Export 2024-12.zip              | Operations / Documents     | 3.2 GB | 20 Oct 2023 | ann.patel@northwindtraders.example    |
| Projects/Projects export.pst             | Finance / Documents        | 3.1 GB | 8 Oct 2023  | carol.mendes@northwindtraders.example |
| Engagement letters/Recording 2021-03.mp4 | Clients / Documents        | 3.0 GB | 17 Apr 2023 | ann.patel@northwindtraders.example    |
| Projects/Photos 2022-10.zip              | Operations / Documents     | 2.9 GB | 2 Nov 2022  | eve.sinclair@northwindtraders.example |
| Payroll/Scans 2023-05.zip                | Clients / Documents        | 2.9 GB | 28 Apr 2023 | carol.mendes@northwindtraders.example |
| Archive/Export 2024-12.zip               | Finance / Documents        | 2.8 GB | 30 Oct 2022 | carol.mendes@northwindtraders.example |
| Templates/Templates archive.zip          | Finance / Documents        | 2.7 GB | 25 Apr 2024 | carol.mendes@northwindtraders.example |
| Projects/Photos 2024-06.zip              | Finance / Documents        | 2.6 GB | 23 Sep 2024 | carl.jensen@northwindtraders.example  |
| Payroll/Export 2022-04.zip               | Clients / Documents        | 2.6 GB | 22 Jan 2024 | eve.sinclair@northwindtraders.example |
| Projects/Projects export.pst             | Operations / Documents     | 2.6 GB | 8 Oct 2023  | carol.mendes@northwindtraders.example |
| Projects/Scans 2023-05.zip               | Finance / Documents        | 2.4 GB | 27 Aug 2023 | ann.patel@northwindtraders.example    |
| Engagement letters/Scans 2019-01.zip     | Clients / Documents        | 2.4 GB | 9 Sep 2023  | carl.jensen@northwindtraders.example  |
| Archive/Scans 2021-09.zip                | Finance / Documents        | 2.4 GB | 16 Sep 2022 | eve.sinclair@northwindtraders.example |
| Archive/Export 2024-12.zip               | Operations / Documents     | 2.3 GB | 21 Sep 2024 | ann.patel@northwindtraders.example    |
| Templates/Templates archive.zip          | Operations / Documents     | 2.2 GB | 25 Apr 2024 | eve.sinclair@northwindtraders.example |
| Archive/Export 2020-08.zip               | Finance / Documents        | 2.2 GB | 25 Sep 2023 | eve.sinclair@northwindtraders.example |
| Projects/Photos 2024-06.zip              | Operations / Documents     | 2.2 GB | 29 Mar 2023 | carol.mendes@northwindtraders.example |
| Year end/Scans 2021-09.zip               | Clients / Documents        | 2.2 GB | 10 Aug 2023 | carl.jensen@northwindtraders.example  |
| Payroll/Photos 2020-02.zip               | Clients / Documents        | 2.2 GB | 8 Oct 2024  | eve.sinclair@northwindtraders.example |
| Scans/Scans archive.zip                  | Finance / Documents        | 2.1 GB | 25 Apr 2024 | ann.patel@northwindtraders.example    |
| Archive/Photos 2022-10.zip               | Operations / Documents     | 2.1 GB | 23 Oct 2022 | eve.sinclair@northwindtraders.example |
|                                          |                            |        |             |                                       |

| File                            | Location                   | Size   | Last change | Changed by                            |
|---------------------------------|----------------------------|--------|-------------|---------------------------------------|
| Year end/Year end export.pst    | Clients / Documents        | 2.1 GB | 8 Oct 2023  | ann.patel@northwindtraders.example    |
| Archive/Photos 2024-06.zip      | Finance / Documents        | 1.9 GB | 5 May 2023  | carol.mendes@northwindtraders.example |
| Projects/Export 2022-04.zip     | Operations / Documents     | 1.9 GB | 6 Apr 2023  | eve.sinclair@northwindtraders.example |
| Projects/Photos 2020-02.zip     | Finance / Documents        | 1.8 GB | 2 Jul 2023  | eve.sinclair@northwindtraders.example |
| Archive/Export 2020-08.zip      | Operations / Documents     | 1.8 GB | 8 Jul 2024  | eve.sinclair@northwindtraders.example |
| Scans/Scans archive.zip         | Operations / Documents     | 1.8 GB | 25 Apr 2024 | carol.mendes@northwindtraders.example |
| Projects/Scans 2021-09.zip      | Marketing / Documents      | 1.7 GB | 10 Jul 2023 | eve.sinclair@northwindtraders.example |
| Projects/Recording 2021-03.mp4  | Operations / Documents     | 1.7 GB | 16 Jan 2023 | eve.sinclair@northwindtraders.example |
| Year end/Scans 2023-05.zip      | Clients / Documents        | 1.6 GB | 23 Jan 2024 | carl.jensen@northwindtraders.example  |
| Projects/Projects export.pst    | Marketing / Documents      | 1.6 GB | 8 Oct 2023  | eve.sinclair@northwindtraders.example |
| Archive/Photos 2024-06.zip      | Operations / Documents     | 1.6 GB | 3 Aug 2024  | carl.jensen@northwindtraders.example  |
| Year end/Export 2022-04.zip     | Clients / Documents        | 1.5 GB | 18 May 2023 | carl.jensen@northwindtraders.example  |
| Projects/Recording 2019-07.mp4  | Marketing / Documents      | 1.5 GB | 6 Mar 2023  | eve.sinclair@northwindtraders.example |
| Archive/Recording 2021-03.mp4   | Finance / Documents        | 1.5 GB | 17 Dec 2023 | carl.jensen@northwindtraders.example  |
| Archive/Export 2024-12.zip      | Marketing / Documents      | 1.5 GB | 4 Jun 2024  | ann.patel@northwindtraders.example    |
| Projects/Photos 2022-10.zip     | Staff Intranet / Documents | 1.5 GB | 29 Mar 2024 | eve.sinclair@northwindtraders.example |
| Templates/Templates archive.zip | Marketing / Documents      | 1.4 GB | 25 Apr 2024 | ann.patel@northwindtraders.example    |
| Projects/Scans 2019-01.zip      | Operations / Documents     | 1.4 GB | 29 Feb 2024 | carol.mendes@northwindtraders.example |
| Projects/Scans 2021-09.zip      | Staff Intranet / Documents | 1.4 GB | 21 Mar 2024 | carol.mendes@northwindtraders.example |
| Archive/Export 2022-04.zip      | Operations / Documents     | 1.4 GB | 23 Sep 2023 | carl.jensen@northwindtraders.example  |
| Archive/Photos 2022-10.zip      | Marketing / Documents      | 1.3 GB | 12 Jan 2023 | carol.mendes@northwindtraders.example |
| Projects/Projects export.pst    | Staff Intranet / Documents | 1.3 GB | 8 Oct 2023  | carol.mendes@northwindtraders.example |
| Projects/Scans 2023-05.zip      | Marketing / Documents      | 1.3 GB | 11 Sep 2022 | eve.sinclair@northwindtraders.example |
|                                 |                            |        |             |                                       |

| File                            | Location                   | Size      | Last change | Changed by                            |
|---------------------------------|----------------------------|-----------|-------------|---------------------------------------|
| Projects/Export 2020-08.zip     | Staff Intranet / Documents | 1.3 GB    | 10 Aug 2023 | eve.sinclair@northwindtraders.example |
| Year end/Photos 2020-02.zip     | Clients / Documents        | 1.2 GB    | 31 Mar 2023 | ann.patel@northwindtraders.example    |
| Archive/Scans 2021-09.zip       | Marketing / Documents      | 1.2 GB    | 22 Apr 2024 | eve.sinclair@northwindtraders.example |
| Templates/Recording 2023-11.mp4 | Finance / Documents        | 1.2 GB    | 19 May 2024 | carol.mendes@northwindtraders.example |
| Projects/Recording 2019-07.mp4  | Staff Intranet / Documents | 1.2 GB    | 4 May 2023  | eve.sinclair@northwindtraders.example |
| Templates/Photos 2022-10.zip    | Finance / Documents        | 1.2 GB    | 19 Jan 2023 | ann.patel@northwindtraders.example    |
| Scans/Scans archive.zip         | Marketing / Documents      | 1.1 GB    | 25 Apr 2024 | ann.patel@northwindtraders.example    |
| Templates/Templates archive.zip | Staff Intranet / Documents | 1.1 GB    | 25 Apr 2024 | ann.patel@northwindtraders.example    |
| Year end/Scans 2019-01.zip      | Clients / Documents        | 1.1 GB    | 9 May 2024  | ann.patel@northwindtraders.example    |
| Archive/Recording 2019-07.mp4   | Marketing / Documents      | 1.1 GB    | 4 Sep 2023  | ann.patel@northwindtraders.example    |
| Templates/Export 2024-12.zip    | Operations / Documents     | 1.1 GB    | 12 Mar 2023 | ann.patel@northwindtraders.example    |
| Archive/Photos 2022-10.zip      | Staff Intranet / Documents | 1.1 GB    | 12 Dec 2022 | eve.sinclair@northwindtraders.example |
| Scans/Export 2024-12.zip        | Finance / Documents        | 1.0 GB    | 6 Jul 2023  | ann.patel@northwindtraders.example    |
| Templates/Templates export.pst  | Finance / Documents        | 1.0 GB    | 8 Oct 2023  | carol.mendes@northwindtraders.example |
| Projects/Scans 2023-05.zip      | Staff Intranet / Documents | 1.0 GB    | 20 May 2024 | ann.patel@northwindtraders.example    |
| Templates/Export 2020-08.zip    | Finance / Documents        | 1.0 GB    | 13 Nov 2022 | eve.sinclair@northwindtraders.example |
| Archive/Scans 2019-01.zip       | Operations / Documents     | 1021.9 MB | 2 Oct 2023  | ann.patel@northwindtraders.example    |
| Scans/Recording 2023-11.mp4     | Finance / Documents        | 1006.3 MB | 20 Feb 2024 | ann.patel@northwindtraders.example    |
| Templates/Recording 2019-07.mp4 | Finance / Documents        | 981.0 MB  | 20 Jun 2023 | eve.sinclair@northwindtraders.example |
| Projects/Export 2022-04.zip     | Staff Intranet / Documents | 969.5 MB  | 25 Oct 2022 | eve.sinclair@northwindtraders.example |
| Shared/Export 2024-12.zip       | Finance / Documents        | 963.3 MB  | 7 Mar 2024  | carol.mendes@northwindtraders.example |
| Archive/Export 2020-08.zip      | Staff Intranet / Documents | 955.4 MB  | 26 Jul 2024 | eve.sinclair@northwindtraders.example |
| Scans/Photos 2022-10.zip        | Finance / Documents        | 951.1 MB  | 17 Mar 2023 | carol.mendes@northwindtraders.example |
|                                 |                            |           |             |                                       |

| File                           | Location                   | Size     | Last change | Changed by                            |
|--------------------------------|----------------------------|----------|-------------|---------------------------------------|
| Templates/Scans 2021-09.zip    | Operations / Documents     | 931.5 MB | 26 Aug 2024 | carol.mendes@northwindtraders.example |
| Scans/Scans archive.zip        | Staff Intranet / Documents | 919.5 MB | 25 Apr 2024 | ann.patel@northwindtraders.example    |
| Shared/Recording 2023-11.mp4   | Finance / Documents        | 913.3 MB | 11 Sep 2024 | carol.mendes@northwindtraders.example |
| Scans/Scans 2021-09.zip        | Finance / Documents        | 896.0 MB | 1 Dec 2023  | ann.patel@northwindtraders.example    |
| Archive/Recording 2019-07.mp4  | Staff Intranet / Documents | 892.7 MB | 6 Mar 2023  | ann.patel@northwindtraders.example    |
| Scans/Export 2024-12.zip       | Operations / Documents     | 883.8 MB | 29 Jun 2024 | carl.jensen@northwindtraders.example  |
| Templates/Templates export.pst | Operations / Documents     | 882.8 MB | 8 Oct 2023  | ann.patel@northwindtraders.example    |
| Archive/Export 2022-04.zip     | Marketing / Documents      | 881.0 MB | 18 Jan 2023 | ann.patel@northwindtraders.example    |
| Shared/Photos 2022-10.zip      | Finance / Documents        | 863.2 MB | 29 Sep 2023 | carol.mendes@northwindtraders.example |
| Scans/Scans export.pst         | Finance / Documents        | 849.1 MB | 8 Oct 2023  | carl.jensen@northwindtraders.example  |
| Templates/Scans 2023-05.zip    | Finance / Documents        | 843.3 MB | 8 Oct 2024  | ann.patel@northwindtraders.example    |

Libraries 7 2 to review

Every document library, largest first. Preservation Hold libraries hold copies kept by retention policies.

| Flag     | Library                             | Size     | Current files | Older versions | Files | Highest version | Last change |
|----------|-------------------------------------|----------|---------------|----------------|-------|-----------------|-------------|
|          | Clients / Documents                 | 209.4 GB | 191.7 GB      | 17.7 GB        | 56    | 640             | 10 Oct 2026 |
|          | Finance / Documents                 | 104.7 GB | 96.7 GB       | 8.0 GB         | 70    | 640             | 10 Oct 2026 |
|          | Operations / Documents              | 87.2 GB  | 80.5 GB       | 6.6 GB         | 70    | 640             | 10 Oct 2026 |
|          | Marketing / Documents               | 55.1 GB  | 50.9 GB       | 4.2 GB         | 70    | 640             | 10 Oct 2026 |
|          | Staff Intranet / Documents          | 44.1 GB  | 40.7 GB       | 3.3 GB         | 70    | 640             | 10 Oct 2026 |
| ● Medium | Clients / Preservation Hold Library | 24.2 GB  | 24.2 GB       | 0 bytes        | 2     | 1               | 7 Sep 2025  |
| ● Medium | Finance / Preservation Hold Library | 12.1 GB  | 12.1 GB       | 0 bytes        | 2     | 1               | 7 Sep 2025  |

Largest items in recycle bins 9

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   | 30 Sep 2026 | sites/clients/Shared Documents/Scans     |
| Old camera images         | Clients    | 1.2 GB   | 9 Sep 2026  | sites/clients/Shared Documents/Images    |
| Scanner exports 2022.zip  | Finance    | 1.1 GB   | 30 Sep 2026 | sites/finance/Shared Documents/Scans     |
| Copy of Copy of Rota.xlsx | Clients    | 614.4 MB | 8 Oct 2026  | sites/clients/Shared Documents/Rotas     |
| Old camera images         | Finance    | 614.4 MB | 9 Sep 2026  | sites/finance/Shared Documents/Images    |
| Scanner exports 2022.zip  | Operations | 563.2 MB | 30 Sep 2026 | sites/operations/Shared Documents/Scans  |
| Copy of Copy of Rota.xlsx | Finance    | 307.2 MB | 8 Oct 2026  | sites/finance/Shared Documents/Rotas     |
| Old camera images         | Operations | 307.2 MB | 9 Sep 2026  | sites/operations/Shared Documents/Images |
| Copy of Copy of Rota.xlsx | Operations | 153.6 MB | 8 Oct 2026  | sites/operations/Shared Documents/Rotas  |

OneDrives nearly full 1 1 to review

OneDrives over 80% of their own quota. OneDrive storage doesn't count towards the tenant's SharePoint storage.

| Flag     | Person                             | Used     | Quota   | Share used | Recycle bin | Older versions |
|----------|------------------------------------|----------|---------|------------|-------------|----------------|
| ● Medium | ann.patel@northwindtraders.example | 950.0 GB | 1.00 TB | 93%        | 10.0 GB     | 10.0 GB        |

Largest files in nearly full OneDrives 1

What the owner can move or delete to free their OneDrive.

| File           | Person                             | Size    | Older versions | Last change |
|----------------|------------------------------------|---------|----------------|-------------|
| Videos/raw.mp4 | ann.patel@northwindtraders.example | 50.0 GB | 10.0 GB        | 2 Oct 2026  |

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Read 340 files in 7 libraries on 5 sites. Sizes come from SharePoint's own storage figures, which it updates a few times a day, so they can differ slightly from the admin centre. The tenant's storage is estimated from its licences; the SharePoint admin centre shows the exact figure.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.