SHAREPOINT STORAGE

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	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. Sites by storage: 5 of 5 rows, 1 column hidden. Largest files: 18 of 100 rows, Changed by is carol.mendes@northwindtraders.example. 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

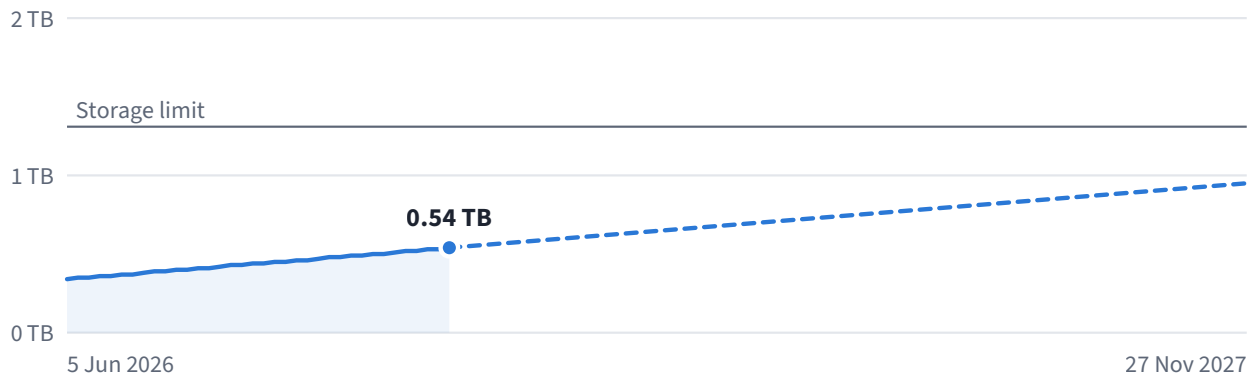
Recycle bins
7.0 GB
Freed when emptied



Untouched for 2 years
279.8 GB
175 files



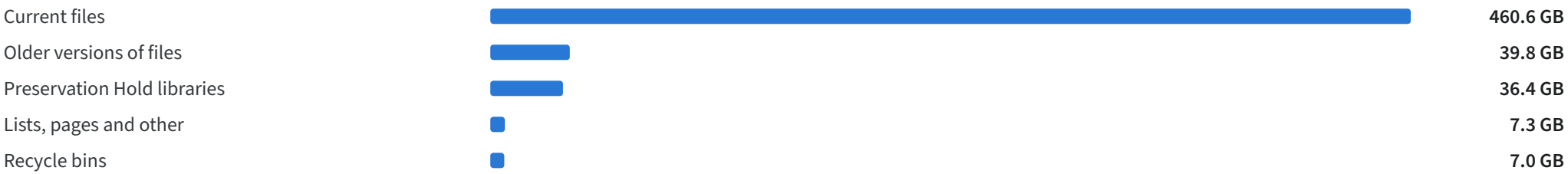
Storage over time, and where it's heading at the last 30 days' rate



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



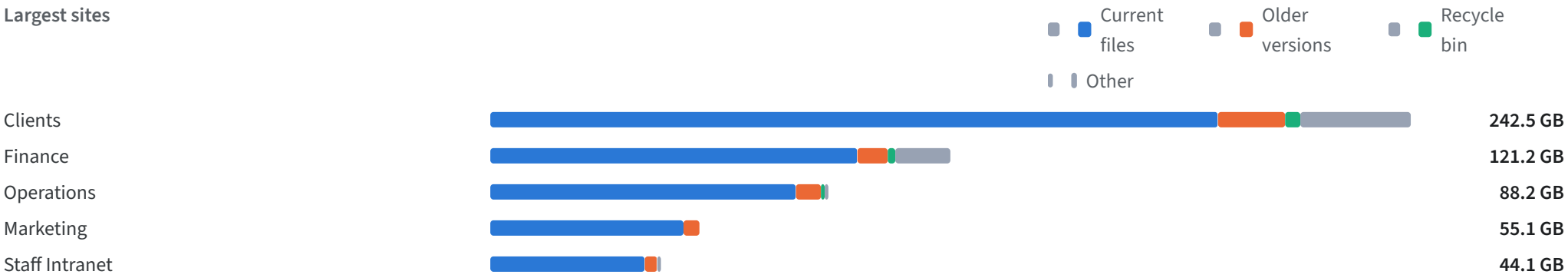
Part	Size	Share of storage	How to free it
Current files	460.6 GB	84%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Older versions of files	39.8 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Preservation Hold libraries	36.4 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.

Part	Size	Share of storage	How to free it
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	Untouched 2+ years	Site limit	Last change
Clients	242.5 GB	191.7 GB	17.7 GB	114.4 GB	Tenant storage	27 Nov 2026
Finance	121.2 GB	96.7 GB	8.0 GB	60.3 GB	Tenant storage	27 Nov 2026
Operations	88.2 GB	80.5 GB	6.6 GB	48.9 GB	Tenant storage	27 Nov 2026
Marketing	55.1 GB	50.9 GB	4.2 GB	29.2 GB	Tenant storage	27 Nov 2026
Staff Intranet	44.1 GB	40.7 GB	3.3 GB	27.1 GB	Tenant storage	27 Nov 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%
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%

Folder	Location	Size	Files	Share of library
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 18

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Recording 2019-07.mp4	Clients / Documents	5.7 GB	408.3 MB	3	2 Apr 2023	carol.mendes@northwindtraders.example
Engagement letters/Recording 2019-07.mp4	Clients / Documents	4.1 GB	296.8 MB	3	14 Apr 2024	carol.mendes@northwindtraders.example
Client files/Recording 2021-03.mp4	Clients / Documents	4.1 GB	293.7 MB	4	9 Aug 2026	carol.mendes@northwindtraders.example
Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	271.1 MB	5	12 Nov 2026	carol.mendes@northwindtraders.example
Projects/Recording 2023-11.mp4	Finance / Documents	3.6 GB	261.4 MB	2	1 Mar 2026	carol.mendes@northwindtraders.example
Projects/Scans 2021-09.zip	Finance / Documents	3.2 GB	232.8 MB	5	30 Mar 2025	carol.mendes@northwindtraders.example
Projects/Projects export.pst	Finance / Documents	3.1 GB	None	1	25 Nov 2023	carol.mendes@northwindtraders.example
Projects/Recording 2023-11.mp4	Operations / Documents	3.0 GB	217.7 MB	2	19 Sep 2026	carol.mendes@northwindtraders.example
Payroll/Scans 2023-05.zip	Clients / Documents	2.9 GB	204.3 MB	6	15 Jun 2023	carol.mendes@northwindtraders.example
Archive/Export 2024-12.zip	Finance / Documents	2.8 GB	200.5 MB	3	17 Dec 2022	carol.mendes@northwindtraders.example
Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	193.8 MB	5	2 Nov 2026	carol.mendes@northwindtraders.example
Templates/Templates archive.zip	Finance / Documents	2.7 GB	None	1	12 Jun 2024	carol.mendes@northwindtraders.example
Projects/Projects export.pst	Operations / Documents	2.6 GB	None	1	25 Nov 2023	carol.mendes@northwindtraders.example
Projects/Export 2022-04.zip	Finance / Documents	2.2 GB	161.2 MB	5	29 Dec 2025	carol.mendes@northwindtraders.example
Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	158.0 MB	2	16 May 2023	carol.mendes@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Archive/Photos 2024-06.zip	Finance / Documents	1.9 GB	138.0 MB	2	22 Jun 2023	carol.mendes@northwindtraders.example
Archive/Scans 2023-05.zip	Finance / Documents	1.8 GB	127.6 MB	6	6 Apr 2025	carol.mendes@northwindtraders.example
Scans/Scans archive.zip	Operations / Documents	1.8 GB	None	1	12 Jun 2024	carol.mendes@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	27 Nov 2026
Payroll/Payroll tracker.xlsx	Clients / Documents	1.6 GB	8.0 MB	640	27 Nov 2026
Archive/Archive tracker.xlsx	Finance / Documents	1.0 GB	8.0 MB	640	27 Nov 2026
Engagement letters/Engagement letters planner.docx	Clients / Documents	1.0 GB	14.8 MB	212	24 Nov 2026
Archive/Archive tracker.xlsx	Operations / Documents	861.7 MB	8.0 MB	640	27 Nov 2026
Payroll/Payroll planner.docx	Clients / Documents	824.8 MB	11.8 MB	212	24 Nov 2026
Client files/Export 2024-12.zip	Clients / Documents	551.5 MB	7.2 GB	3	1 Sep 2023
Archive/Archive tracker.xlsx	Marketing / Documents	541.8 MB	8.0 MB	640	27 Nov 2026
Client files/Recording 2023-11.mp4	Clients / Documents	522.9 MB	6.8 GB	2	15 Sep 2026
Archive/Archive planner.docx	Finance / Documents	514.2 MB	8.0 MB	212	24 Nov 2026
Client files/Photos 2022-10.zip	Clients / Documents	494.2 MB	6.4 GB	6	28 Jan 2023
Client files/Scans 2021-09.zip	Clients / Documents	465.6 MB	6.0 GB	5	19 May 2025
Client files/Export 2020-08.zip	Clients / Documents	436.9 MB	5.7 GB	4	19 Sep 2026
Archive/Archive tracker.xlsx	Staff Intranet / Documents	431.9 MB	8.0 MB	640	27 Nov 2026
Archive/Archive planner.docx	Operations / Documents	426.9 MB	8.0 MB	212	24 Nov 2026
Client files/Recording 2019-07.mp4	Clients / Documents	408.3 MB	5.3 GB	3	2 Apr 2023

File	Location	Older versions	Current size	Version	Last change
Engagement letters/Export 2024-12.zip	Clients / Documents	400.9 MB	5.2 GB	3	1 Aug 2023
Engagement letters/Recording 2023-11.mp4	Clients / Documents	380.1 MB	4.9 GB	2	18 May 2025
Client files/Photos 2024-06.zip	Clients / Documents	379.6 MB	4.9 GB	2	28 Nov 2022
Engagement letters/Photos 2022-10.zip	Clients / Documents	359.3 MB	4.7 GB	6	31 Oct 2025
Client files/Scans 2023-05.zip	Clients / Documents	351.0 MB	4.6 GB	6	31 Jan 2024
Shared/Shared tracker.xlsx	Finance / Documents	343.4 MB	8.0 MB	640	27 Nov 2026
Engagement letters/Scans 2021-09.zip	Clients / Documents	338.4 MB	4.4 GB	5	26 Jun 2025
Client files/Export 2022-04.zip	Clients / Documents	322.3 MB	4.2 GB	5	12 Dec 2022
Payroll/Export 2024-12.zip	Clients / Documents	321.1 MB	4.2 GB	3	18 Dec 2022
Engagement letters/Export 2020-08.zip	Clients / Documents	317.6 MB	4.1 GB	4	6 Sep 2026
Payroll/Recording 2023-11.mp4	Clients / Documents	304.4 MB	3.9 GB	2	21 Jan 2024
Engagement letters/Recording 2019-07.mp4	Clients / Documents	296.8 MB	3.9 GB	3	14 Apr 2024
Client files/Recording 2021-03.mp4	Clients / Documents	293.7 MB	3.8 GB	4	9 Aug 2026
Payroll/Photos 2022-10.zip	Clients / Documents	287.7 MB	3.7 GB	6	9 Sep 2024
Shared/Shared tracker.xlsx	Operations / Documents	284.6 MB	8.0 MB	640	27 Nov 2026
Engagement letters/Photos 2024-06.zip	Clients / Documents	276.0 MB	3.6 GB	2	12 Mar 2026
Projects/Export 2024-12.zip	Finance / Documents	275.8 MB	3.6 GB	3	30 Oct 2023
Payroll/Scans 2021-09.zip	Clients / Documents	271.1 MB	3.5 GB	5	12 Nov 2026
Archive/Archive planner.docx	Marketing / Documents	266.9 MB	8.0 MB	212	24 Nov 2026
Client files/Photos 2020-02.zip	Clients / Documents	265.0 MB	3.4 GB	3	7 Jun 2025
Projects/Recording 2023-11.mp4	Finance / Documents	261.4 MB	3.4 GB	2	1 Mar 2026
Engagement letters/Scans 2023-05.zip	Clients / Documents	255.1 MB	3.3 GB	6	18 Jun 2026
Payroll/Export 2020-08.zip	Clients / Documents	254.4 MB	3.3 GB	4	20 Jan 2023

File	Location	Older versions	Current size	Version	Last change
Projects/Photos 2022-10.zip	Finance / Documents	247.1 MB	3.2 GB	6	9 Jul 2023
Payroll/Recording 2019-07.mp4	Clients / Documents	237.7 MB	3.1 GB	3	11 Jan 2025
Client files/Scans 2019-01.zip	Clients / Documents	236.4 MB	3.1 GB	2	24 Nov 2023
Engagement letters/Export 2022-04.zip	Clients / Documents	234.3 MB	3.0 GB	5	27 Oct 2026
Projects/Scans 2021-09.zip	Finance / Documents	232.8 MB	3.0 GB	5	30 Mar 2025
Projects/Export 2024-12.zip	Operations / Documents	229.6 MB	3.0 GB	3	7 Dec 2023
Payroll/Photos 2024-06.zip	Clients / Documents	221.0 MB	2.9 GB	2	8 Nov 2025
Projects/Export 2020-08.zip	Finance / Documents	218.5 MB	2.8 GB	4	28 Sep 2026
Projects/Recording 2023-11.mp4	Operations / Documents	217.7 MB	2.8 GB	2	19 Sep 2026
Engagement letters/Recording 2021-03.mp4	Clients / Documents	213.5 MB	2.8 GB	4	4 Jun 2023
Archive/Archive planner.docx	Staff Intranet / Documents	211.9 MB	8.0 MB	212	24 Nov 2026
Projects/Photos 2022-10.zip	Operations / Documents	205.8 MB	2.7 GB	6	20 Dec 2022
Payroll/Scans 2023-05.zip	Clients / Documents	204.3 MB	2.7 GB	6	15 Jun 2023
Projects/Recording 2019-07.mp4	Finance / Documents	204.1 MB	2.6 GB	3	4 Sep 2026
Archive/Export 2024-12.zip	Finance / Documents	200.5 MB	2.6 GB	3	17 Dec 2022
Projects/Scans 2021-09.zip	Operations / Documents	193.8 MB	2.5 GB	5	2 Nov 2026
Engagement letters/Photos 2020-02.zip	Clients / Documents	192.6 MB	2.5 GB	3	20 Aug 2026
Archive/Recording 2023-11.mp4	Finance / Documents	190.0 MB	2.5 GB	2	21 Feb 2025
Projects/Photos 2024-06.zip	Finance / Documents	189.8 MB	2.5 GB	2	10 Nov 2024
Payroll/Export 2022-04.zip	Clients / Documents	187.7 MB	2.4 GB	5	10 Mar 2024
Year end/Export 2024-12.zip	Clients / Documents	185.5 MB	2.4 GB	3	4 Jul 2025
Projects/Export 2020-08.zip	Operations / Documents	181.9 MB	2.4 GB	4	7 Nov 2025
Archive/Photos 2022-10.zip	Finance / Documents	179.6 MB	2.3 GB	6	3 Mar 2025

File	Location	Older versions	Current size	Version	Last change
Shared/Shared tracker.xlsx	Marketing / Documents	177.0 MB	8.0 MB	640	27 Nov 2026
Year end/Recording 2023-11.mp4	Clients / Documents	175.9 MB	2.3 GB	2	26 Oct 2025
Projects/Scans 2023-05.zip	Finance / Documents	175.5 MB	2.3 GB	6	14 Oct 2023
Engagement letters/Scans 2019-01.zip	Clients / Documents	171.8 MB	2.2 GB	2	27 Oct 2023
Payroll/Recording 2021-03.mp4	Clients / Documents	171.0 MB	2.2 GB	4	24 Jun 2025
Projects/Recording 2019-07.mp4	Operations / Documents	170.0 MB	2.2 GB	3	24 Apr 2026
Archive/Scans 2021-09.zip	Finance / Documents	169.2 MB	2.2 GB	5	3 Nov 2022
Shared/Shared planner.docx	Finance / Documents	167.7 MB	8.0 MB	212	24 Nov 2026
Archive/Export 2024-12.zip	Operations / Documents	166.9 MB	2.2 GB	3	8 Nov 2024
Year end/Photos 2022-10.zip	Clients / Documents	166.3 MB	2.2 GB	6	3 Jul 2025
Projects/Export 2022-04.zip	Finance / Documents	161.2 MB	2.1 GB	5	29 Dec 2025
Archive/Export 2020-08.zip	Finance / Documents	158.8 MB	2.1 GB	4	12 Nov 2023
Archive/Recording 2023-11.mp4	Operations / Documents	158.2 MB	2.1 GB	2	27 Mar 2026
Projects/Photos 2024-06.zip	Operations / Documents	158.0 MB	2.1 GB	2	16 May 2023
Year end/Scans 2021-09.zip	Clients / Documents	156.6 MB	2.0 GB	5	27 Sep 2023
Payroll/Photos 2020-02.zip	Clients / Documents	154.3 MB	2.0 GB	3	25 Nov 2024
Archive/Photos 2022-10.zip	Operations / Documents	149.6 MB	1.9 GB	6	10 Dec 2022
Archive/Recording 2019-07.mp4	Finance / Documents	148.4 MB	1.9 GB	3	30 Dec 2025
Year end/Export 2020-08.zip	Clients / Documents	147.0 MB	1.9 GB	4	24 Jan 2026
Projects/Recording 2021-03.mp4	Finance / Documents	146.8 MB	1.9 GB	4	17 Mar 2026
Projects/Scans 2023-05.zip	Operations / Documents	146.1 MB	1.9 GB	6	24 Jun 2025
Projects/Export 2024-12.zip	Marketing / Documents	145.2 MB	1.9 GB	3	8 Feb 2025
Archive/Scans 2021-09.zip	Operations / Documents	140.9 MB	1.8 GB	5	21 Jul 2025

File	Location	Older versions	Current size	Version	Last change
Shared/Shared tracker.xlsx	Staff Intranet / Documents	140.0 MB	8.0 MB	640	27 Nov 2026
Shared/Shared planner.docx	Operations / Documents	138.3 MB	8.0 MB	212	24 Nov 2026
Archive/Photos 2024-06.zip	Finance / Documents	138.0 MB	1.8 GB	2	22 Jun 2023
Payroll/Scans 2019-01.zip	Clients / Documents	137.6 MB	1.8 GB	2	19 Aug 2025
Projects/Recording 2023-11.mp4	Marketing / Documents	137.6 MB	1.8 GB	2	27 Apr 2026
Year end/Recording 2019-07.mp4	Clients / Documents	137.3 MB	1.8 GB	3	15 Apr 2026
Projects/Export 2022-04.zip	Operations / Documents	134.2 MB	1.7 GB	5	24 May 2023
Projects/Photos 2020-02.zip	Finance / Documents	132.5 MB	1.7 GB	3	19 Aug 2023
Archive/Export 2020-08.zip	Operations / Documents	132.2 MB	1.7 GB	4	25 Aug 2024
Projects/Photos 2022-10.zip	Marketing / Documents	130.1 MB	1.7 GB	6	16 May 2026
Year end/Photos 2024-06.zip	Clients / Documents	127.7 MB	1.7 GB	2	15 Aug 2026
Archive/Scans 2023-05.zip	Finance / Documents	127.6 MB	1.7 GB	6	6 Apr 2025
Archive/Recording 2019-07.mp4	Operations / Documents	123.6 MB	1.6 GB	3	15 Nov 2026
Projects/Scans 2021-09.zip	Marketing / Documents	122.5 MB	1.6 GB	5	27 Aug 2023
Projects/Recording 2021-03.mp4	Operations / Documents	122.3 MB	1.6 GB	4	5 Mar 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	12 Jun 2024	eve.sinclair@northwindtraders.example
Projects/Projects archive.zip	Finance / Documents	7.9 GB	12 Jun 2024	carl.jensen@northwindtraders.example
Client files/Export 2024-12.zip	Clients / Documents	7.7 GB	1 Sep 2023	carl.jensen@northwindtraders.example
Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	28 Jan 2023	carl.jensen@northwindtraders.example

File	Location	Size	Last change	Changed by
Projects/Projects archive.zip	Operations / Documents	6.6 GB	12 Jun 2024	carl.jensen@northwindtraders.example
Client files/Client files export.pst	Clients / Documents	6.2 GB	25 Nov 2023	ann.patel@northwindtraders.example
Client files/Recording 2019-07.mp4	Clients / Documents	5.7 GB	2 Apr 2023	carol.mendes@northwindtraders.example
Engagement letters/Export 2024-12.zip	Clients / Documents	5.6 GB	1 Aug 2023	ann.patel@northwindtraders.example
Year end/Year end archive.zip	Clients / Documents	5.3 GB	12 Jun 2024	carl.jensen@northwindtraders.example
Client files/Photos 2024-06.zip	Clients / Documents	5.3 GB	28 Nov 2022	carl.jensen@northwindtraders.example
Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	31 Jan 2024	carl.jensen@northwindtraders.example
Client files/Export 2022-04.zip	Clients / Documents	4.5 GB	12 Dec 2022	eve.sinclair@northwindtraders.example
Payroll/Export 2024-12.zip	Clients / Documents	4.5 GB	18 Dec 2022	carl.jensen@northwindtraders.example
Payroll/Recording 2023-11.mp4	Clients / Documents	4.2 GB	21 Jan 2024	carl.jensen@northwindtraders.example
Projects/Projects archive.zip	Marketing / Documents	4.2 GB	12 Jun 2024	carl.jensen@northwindtraders.example
Engagement letters/Recording 2019-07.mp4	Clients / Documents	4.1 GB	14 Apr 2024	carol.mendes@northwindtraders.example
Payroll/Photos 2022-10.zip	Clients / Documents	4.0 GB	9 Sep 2024	ann.patel@northwindtraders.example
Projects/Export 2024-12.zip	Finance / Documents	3.8 GB	30 Oct 2023	carl.jensen@northwindtraders.example
Payroll/Export 2020-08.zip	Clients / Documents	3.5 GB	20 Jan 2023	carl.jensen@northwindtraders.example
Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	9 Jul 2023	eve.sinclair@northwindtraders.example
Projects/Projects archive.zip	Staff Intranet / Documents	3.3 GB	12 Jun 2024	carl.jensen@northwindtraders.example
Client files/Scans 2019-01.zip	Clients / Documents	3.3 GB	24 Nov 2023	ann.patel@northwindtraders.example
Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	7 Dec 2023	ann.patel@northwindtraders.example
Projects/Projects export.pst	Finance / Documents	3.1 GB	25 Nov 2023	carol.mendes@northwindtraders.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	3.0 GB	4 Jun 2023	ann.patel@northwindtraders.example
Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	20 Dec 2022	eve.sinclair@northwindtraders.example
Payroll/Scans 2023-05.zip	Clients / Documents	2.9 GB	15 Jun 2023	carol.mendes@northwindtraders.example

File	Location	Size	Last change	Changed by
Archive/Export 2024-12.zip	Finance / Documents	2.8 GB	17 Dec 2022	carol.mendes@northwindtraders.example
Templates/Templates archive.zip	Finance / Documents	2.7 GB	12 Jun 2024	carol.mendes@northwindtraders.example
Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	10 Nov 2024	carl.jensen@northwindtraders.example
Payroll/Export 2022-04.zip	Clients / Documents	2.6 GB	10 Mar 2024	eve.sinclair@northwindtraders.example
Projects/Projects export.pst	Operations / Documents	2.6 GB	25 Nov 2023	carol.mendes@northwindtraders.example
Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	14 Oct 2023	ann.patel@northwindtraders.example
Engagement letters/Scans 2019-01.zip	Clients / Documents	2.4 GB	27 Oct 2023	carl.jensen@northwindtraders.example
Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	3 Nov 2022	eve.sinclair@northwindtraders.example
Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	8 Nov 2024	ann.patel@northwindtraders.example
Templates/Templates archive.zip	Operations / Documents	2.2 GB	12 Jun 2024	eve.sinclair@northwindtraders.example
Archive/Export 2020-08.zip	Finance / Documents	2.2 GB	12 Nov 2023	eve.sinclair@northwindtraders.example
Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	16 May 2023	carol.mendes@northwindtraders.example
Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	27 Sep 2023	carl.jensen@northwindtraders.example
Payroll/Photos 2020-02.zip	Clients / Documents	2.2 GB	25 Nov 2024	eve.sinclair@northwindtraders.example
Scans/Scans archive.zip	Finance / Documents	2.1 GB	12 Jun 2024	ann.patel@northwindtraders.example
Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	10 Dec 2022	eve.sinclair@northwindtraders.example
Year end/Year end export.pst	Clients / Documents	2.1 GB	25 Nov 2023	ann.patel@northwindtraders.example
Archive/Photos 2024-06.zip	Finance / Documents	1.9 GB	22 Jun 2023	carol.mendes@northwindtraders.example
Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	24 May 2023	eve.sinclair@northwindtraders.example
Projects/Photos 2020-02.zip	Finance / Documents	1.8 GB	19 Aug 2023	eve.sinclair@northwindtraders.example
Archive/Export 2020-08.zip	Operations / Documents	1.8 GB	25 Aug 2024	eve.sinclair@northwindtraders.example
Scans/Scans archive.zip	Operations / Documents	1.8 GB	12 Jun 2024	carol.mendes@northwindtraders.example
Projects/Scans 2021-09.zip	Marketing / Documents	1.7 GB	27 Aug 2023	eve.sinclair@northwindtraders.example

File	Location	Size	Last change	Changed by
Projects/Recording 2021-03.mp4	Operations / Documents	1.7 GB	5 Mar 2023	eve.sinclair@northwindtraders.example
Year end/Scans 2023-05.zip	Clients / Documents	1.6 GB	11 Mar 2024	carl.jensen@northwindtraders.example
Projects/Projects export.pst	Marketing / Documents	1.6 GB	25 Nov 2023	eve.sinclair@northwindtraders.example
Archive/Photos 2024-06.zip	Operations / Documents	1.6 GB	20 Sep 2024	carl.jensen@northwindtraders.example
Year end/Export 2022-04.zip	Clients / Documents	1.5 GB	5 Jul 2023	carl.jensen@northwindtraders.example
Projects/Recording 2019-07.mp4	Marketing / Documents	1.5 GB	23 Apr 2023	eve.sinclair@northwindtraders.example
Archive/Recording 2021-03.mp4	Finance / Documents	1.5 GB	3 Feb 2024	carl.jensen@northwindtraders.example
Archive/Export 2024-12.zip	Marketing / Documents	1.5 GB	22 Jul 2024	ann.patel@northwindtraders.example
Projects/Photos 2022-10.zip	Staff Intranet / Documents	1.5 GB	16 May 2024	eve.sinclair@northwindtraders.example
Templates/Templates archive.zip	Marketing / Documents	1.4 GB	12 Jun 2024	ann.patel@northwindtraders.example
Projects/Scans 2019-01.zip	Operations / Documents	1.4 GB	17 Apr 2024	carol.mendes@northwindtraders.example
Projects/Scans 2021-09.zip	Staff Intranet / Documents	1.4 GB	8 May 2024	carol.mendes@northwindtraders.example
Archive/Export 2022-04.zip	Operations / Documents	1.4 GB	10 Nov 2023	carl.jensen@northwindtraders.example
Archive/Photos 2022-10.zip	Marketing / Documents	1.3 GB	1 Mar 2023	carol.mendes@northwindtraders.example
Projects/Projects export.pst	Staff Intranet / Documents	1.3 GB	25 Nov 2023	carol.mendes@northwindtraders.example
Projects/Scans 2023-05.zip	Marketing / Documents	1.3 GB	29 Oct 2022	eve.sinclair@northwindtraders.example
Projects/Export 2020-08.zip	Staff Intranet / Documents	1.3 GB	27 Sep 2023	eve.sinclair@northwindtraders.example
Year end/Photos 2020-02.zip	Clients / Documents	1.2 GB	18 May 2023	ann.patel@northwindtraders.example
Archive/Scans 2021-09.zip	Marketing / Documents	1.2 GB	9 Jun 2024	eve.sinclair@northwindtraders.example
Templates/Recording 2023-11.mp4	Finance / Documents	1.2 GB	6 Jul 2024	carol.mendes@northwindtraders.example
Projects/Recording 2019-07.mp4	Staff Intranet / Documents	1.2 GB	21 Jun 2023	eve.sinclair@northwindtraders.example
Templates/Photos 2022-10.zip	Finance / Documents	1.2 GB	8 Mar 2023	ann.patel@northwindtraders.example
Scans/Scans archive.zip	Marketing / Documents	1.1 GB	12 Jun 2024	ann.patel@northwindtraders.example

File	Location	Size	Last change	Changed by
Templates/Templates archive.zip	Staff Intranet / Documents	1.1 GB	12 Jun 2024	ann.patel@northwindtraders.example
Year end/Scans 2019-01.zip	Clients / Documents	1.1 GB	26 Jun 2024	ann.patel@northwindtraders.example
Archive/Recording 2019-07.mp4	Marketing / Documents	1.1 GB	22 Oct 2023	ann.patel@northwindtraders.example
Templates/Export 2024-12.zip	Operations / Documents	1.1 GB	29 Apr 2023	ann.patel@northwindtraders.example
Archive/Photos 2022-10.zip	Staff Intranet / Documents	1.1 GB	29 Jan 2023	eve.sinclair@northwindtraders.example
Scans/Export 2024-12.zip	Finance / Documents	1.0 GB	23 Aug 2023	ann.patel@northwindtraders.example
Templates/Templates export.pst	Finance / Documents	1.0 GB	25 Nov 2023	carol.mendes@northwindtraders.example
Projects/Scans 2023-05.zip	Staff Intranet / Documents	1.0 GB	7 Jul 2024	ann.patel@northwindtraders.example
Templates/Export 2020-08.zip	Finance / Documents	1.0 GB	31 Dec 2022	eve.sinclair@northwindtraders.example
Archive/Scans 2019-01.zip	Operations / Documents	1021.9 MB	19 Nov 2023	ann.patel@northwindtraders.example
Scans/Recording 2023-11.mp4	Finance / Documents	1006.3 MB	8 Apr 2024	ann.patel@northwindtraders.example
Templates/Recording 2019-07.mp4	Finance / Documents	981.0 MB	7 Aug 2023	eve.sinclair@northwindtraders.example
Projects/Export 2022-04.zip	Staff Intranet / Documents	969.5 MB	12 Dec 2022	eve.sinclair@northwindtraders.example
Shared/Export 2024-12.zip	Finance / Documents	963.3 MB	24 Apr 2024	carol.mendes@northwindtraders.example
Archive/Export 2020-08.zip	Staff Intranet / Documents	955.4 MB	12 Sep 2024	eve.sinclair@northwindtraders.example
Scans/Photos 2022-10.zip	Finance / Documents	951.1 MB	4 May 2023	carol.mendes@northwindtraders.example
Templates/Scans 2021-09.zip	Operations / Documents	931.5 MB	13 Oct 2024	carol.mendes@northwindtraders.example
Scans/Scans archive.zip	Staff Intranet / Documents	919.5 MB	12 Jun 2024	ann.patel@northwindtraders.example
Shared/Recording 2023-11.mp4	Finance / Documents	913.3 MB	29 Oct 2024	carol.mendes@northwindtraders.example
Scans/Scans 2021-09.zip	Finance / Documents	896.0 MB	18 Jan 2024	ann.patel@northwindtraders.example
Archive/Recording 2019-07.mp4	Staff Intranet / Documents	892.7 MB	23 Apr 2023	ann.patel@northwindtraders.example
Scans/Export 2024-12.zip	Operations / Documents	883.8 MB	16 Aug 2024	carl.jensen@northwindtraders.example
Templates/Templates export.pst	Operations / Documents	882.8 MB	25 Nov 2023	ann.patel@northwindtraders.example

File	Location	Size	Last change	Changed by
Archive/Export 2022-04.zip	Marketing / Documents	881.0 MB	7 Mar 2023	ann.patel@northwindtraders.example
Shared/Photos 2022-10.zip	Finance / Documents	863.2 MB	16 Nov 2023	carol.mendes@northwindtraders.example
Scans/Scans export.pst	Finance / Documents	849.1 MB	25 Nov 2023	carl.jensen@northwindtraders.example
Templates/Scans 2023-05.zip	Finance / Documents	843.3 MB	25 Nov 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	27 Nov 2026
	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	27 Nov 2026
	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	27 Nov 2026
	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	27 Nov 2026
	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	27 Nov 2026
Medium	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	25 Oct 2025
Medium	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	2	1	25 Oct 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	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

Item	Site	Size	Deleted	Deleted from
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

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	19 Nov 2026

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 29 Nov 2026, 04:00 UTC.