SHAREPOINT STORAGE

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	fabrikam.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: 3 of 100 rows, Location is Finance / Documents. Libraries: 2 of 9 rows, Last change: older than 30 days, 1 column hidden. The headline figures cover every row.

Storage used
88%
1.28 TB of 1.45 TB (estimated)

Free space
178.1 GB
Full in about 3 months at 50.9 GB a month

Older versions
100.0 GB
8% of storage

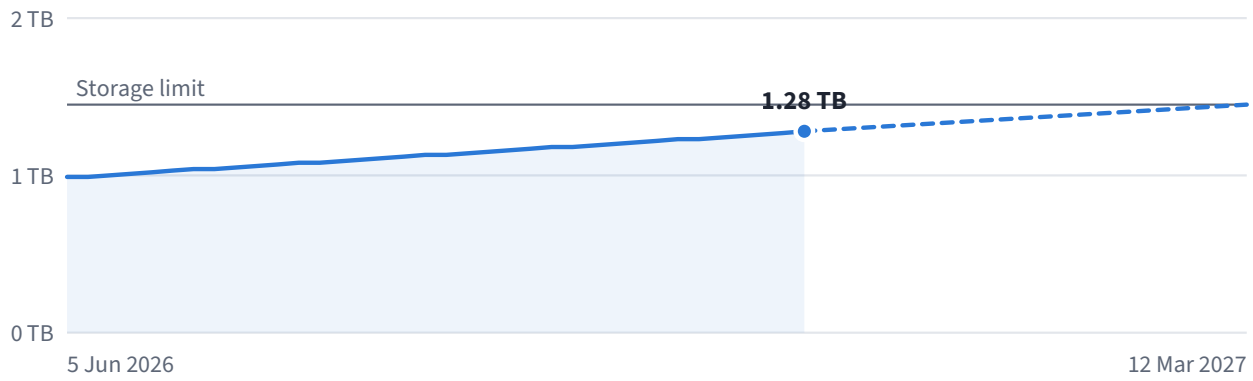
Recycle bins
68.0 GB
Freed when emptied



Untouched for 2 years
697.7 GB
239 files



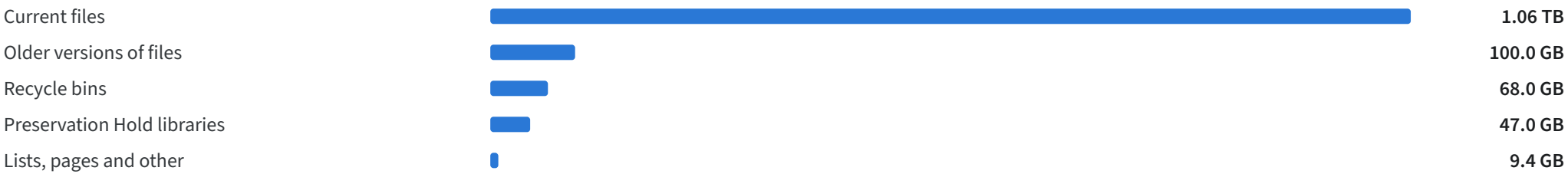
Storage over time, and where it's heading at the last 30 days' rate



Where the space goes 5

Everything stored in SharePoint sites, by what it is. The tenant has about 1.45 TB (1 TB + 10 GB × 46 licences).

By part



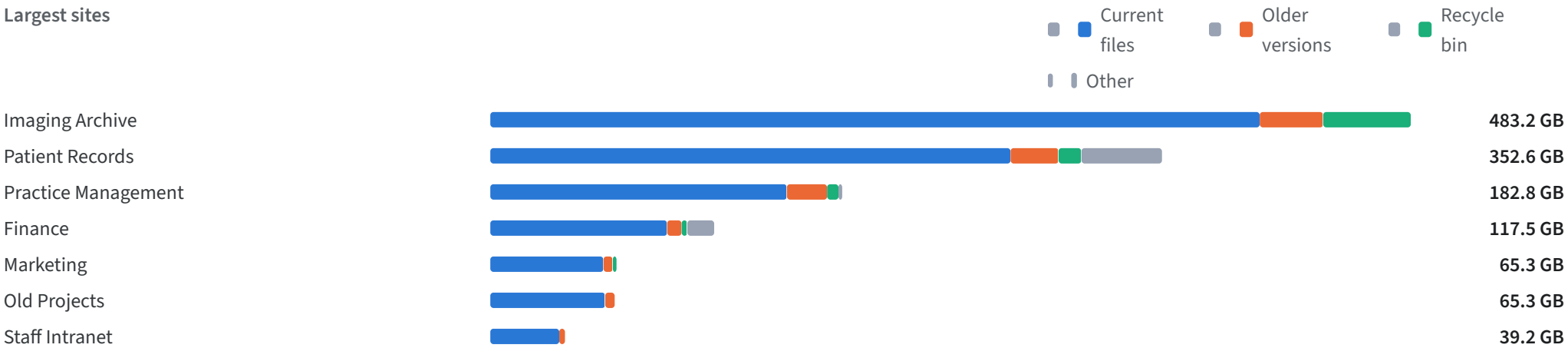
Part	Size	Share of storage	How to free it
Current files	1.06 TB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Older versions of files	100.0 GB	8%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Recycle bins	68.0 GB	5%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.

Part	Size	Share of storage	How to free it
Preservation Hold libraries	47.0 GB	4%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Lists, pages and other	9.4 GB	Under 1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.

Sites by storage 7

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
Imaging Archive	483.2 GB	403.9 GB	33.3 GB	46.0 GB	271.8 GB	Tenant storage	27 Nov 2026
Patient Records	352.6 GB	273.1 GB	25.2 GB	12.0 GB	167.2 GB	Tenant storage	27 Nov 2026
Practice Management	182.8 GB	155.7 GB	21.1 GB	6.0 GB	106.0 GB	Tenant storage	29 Nov 2026
Finance	117.5 GB	92.8 GB	7.6 GB	3.0 GB	53.4 GB	Tenant storage	27 Nov 2026
Marketing	65.3 GB	59.4 GB	4.9 GB	1.0 GB	42.0 GB	Tenant storage	27 Nov 2026
Old Projects	65.3 GB	60.3 GB	5.0 GB	0 bytes	35.5 GB	Tenant storage	27 Nov 2026
Staff Intranet	39.2 GB	36.2 GB	3.0 GB	0 bytes	21.7 GB	Tenant storage	27 Nov 2026

Largest folders 33

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

Folder	Location	Size	Files	Share of library
X-rays 2019	Imaging Archive / Documents	183.6 GB	6,285	42%
Consent forms	Patient Records / Documents	125.3 GB	3,989	42%
X-rays 2020	Imaging Archive / Documents	106.5 GB	2,663	24%
Treatment plans	Patient Records / Documents	72.7 GB	6,517	24%
CBCT scans	Imaging Archive / Documents	61.8 GB	4,378	14%
Correspondence	Patient Records / Documents	58.2 GB	2,112	20%
Rotas	Practice Management / Documents	57.2 GB	5,836	32%
Referral images	Imaging Archive / Documents	49.5 GB	2,226	11%
Projects	Finance / Documents	42.2 GB	2,358	42%
Lab dockets	Patient Records / Documents	42.1 GB	6,637	14%
Intraoral photos	Imaging Archive / Documents	35.8 GB	437	8%
Policies	Practice Management / Documents	33.2 GB	8,664	19%
Projects	Old Projects / Documents	27.4 GB	956	42%
Projects	Marketing / Documents	27.0 GB	4,790	42%
Equipment manuals	Practice Management / Documents	26.6 GB	8,641	15%
Archive	Finance / Documents	24.5 GB	7,627	24%
Compliance	Practice Management / Documents	19.2 GB	5,965	11%
Projects	Staff Intranet / Documents	16.5 GB	5,819	42%
Archive	Old Projects / Documents	15.9 GB	3,179	24%
Archive	Marketing / Documents	15.7 GB	7,935	24%

Folder	Location	Size	Files	Share of library
Templates	Finance / Documents	14.2 GB	6,017	14%
Scans	Finance / Documents	11.4 GB	2,034	11%
Archive	Staff Intranet / Documents	9.5 GB	962	24%
Templates	Old Projects / Documents	9.2 GB	4,909	14%
Templates	Marketing / Documents	9.1 GB	4,943	14%
Shared	Finance / Documents	8.2 GB	7,044	8%
Scans	Old Projects / Documents	7.4 GB	3,608	11%
Scans	Marketing / Documents	7.3 GB	2,741	11%
Templates	Staff Intranet / Documents	5.5 GB	4,234	14%
Shared	Old Projects / Documents	5.4 GB	3,425	8%
Shared	Marketing / Documents	5.3 GB	8,985	8%
Scans	Staff Intranet / Documents	4.4 GB	1,803	11%
Shared	Staff Intranet / Documents	3.2 GB	2,308	8%

Largest files 3

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Finance / Documents	7.6 GB	None	1	12 Jun 2024	anna.kowalski@fabrikam.example
Projects/Export 2024-12.zip	Finance / Documents	3.7 GB	264.6 MB	3	12 Jan 2024	evelyn.shaw@fabrikam.example
Projects/Recording 2023-11.mp4	Finance / Documents	3.5 GB	250.8 MB	2	9 Aug 2026	carl.svensson@fabrikam.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
Appointment book.xlsx	Practice Management / Documents	9.6 GB	14.0 MB	1184	29 Nov 2026
X-rays 2020/X-rays 2020 tracker.xlsx	Imaging Archive / Documents	4.2 GB	20.4 MB	640	27 Nov 2026
Treatment plans/Treatment plans tracker.xlsx	Patient Records / Documents	2.9 GB	14.0 MB	640	27 Nov 2026
Correspondence/Correspondence tracker.xlsx	Patient Records / Documents	2.3 GB	11.2 MB	640	27 Nov 2026
X-rays 2020/X-rays 2020 planner.docx	Imaging Archive / Documents	2.1 GB	30.9 MB	212	24 Nov 2026
Treatment plans/Treatment plans planner.docx	Patient Records / Documents	1.4 GB	21.1 MB	212	24 Nov 2026
Intraoral photos/Intraoral photos tracker.xlsx	Imaging Archive / Documents	1.4 GB	8.0 MB	640	27 Nov 2026
Policies/Policies tracker.xlsx	Practice Management / Documents	1.3 GB	8.0 MB	640	27 Nov 2026
Correspondence/Correspondence planner.docx	Patient Records / Documents	1.1 GB	16.9 MB	212	24 Nov 2026
X-rays 2019/Export 2019-12.zip	Imaging Archive / Documents	1.1 GB	14.9 GB	3	23 Jun 2024
X-rays 2019/Recording 2019-11.mp4	Imaging Archive / Documents	1.1 GB	14.2 GB	2	8 Nov 2023
Equipment manuals/Equipment manuals tracker.xlsx	Practice Management / Documents	1.1 GB	8.0 MB	640	27 Nov 2026
X-rays 2019/Photos 2019-10.zip	Imaging Archive / Documents	1.0 GB	13.4 GB	6	12 Nov 2022
Archive/Archive tracker.xlsx	Finance / Documents	994.1 MB	8.0 MB	640	27 Nov 2026
X-rays 2019/Scans 2019-09.zip	Imaging Archive / Documents	972.2 MB	12.6 GB	5	13 Dec 2023
X-rays 2019/Export 2019-08.zip	Imaging Archive / Documents	912.4 MB	11.8 GB	4	4 Jun 2025
X-rays 2019/Recording 2019-07.mp4	Imaging Archive / Documents	852.5 MB	11.1 GB	3	24 Jul 2023
X-rays 2020/Export 2020-12.zip	Imaging Archive / Documents	837.2 MB	10.9 GB	3	20 Dec 2024
X-rays 2020/Recording 2020-11.mp4	Imaging Archive / Documents	793.7 MB	10.3 GB	2	26 Dec 2024
X-rays 2019/Photos 2019-06.zip	Imaging Archive / Documents	792.7 MB	10.3 GB	2	23 Dec 2023

File	Location	Older versions	Current size	Version	Last change
Consent forms/Export 2024-12.zip	Patient Records / Documents	785.8 MB	10.2 GB	3	25 Jul 2026
X-rays 2020/Photos 2020-10.zip	Imaging Archive / Documents	750.2 MB	9.7 GB	6	16 Jun 2023
Consent forms/Recording 2023-11.mp4	Patient Records / Documents	744.9 MB	9.7 GB	2	14 May 2024
X-rays 2019/Scans 2019-05.zip	Imaging Archive / Documents	732.9 MB	9.5 GB	6	12 Aug 2026
Intraoral photos/Intraoral photos planner.docx	Imaging Archive / Documents	723.3 MB	10.4 MB	212	24 Nov 2026
X-rays 2020/Scans 2020-09.zip	Imaging Archive / Documents	706.7 MB	9.2 GB	5	18 Apr 2024
Consent forms/Photos 2022-10.zip	Patient Records / Documents	704.1 MB	9.1 GB	6	31 Jan 2023
X-rays 2019/Export 2019-04.zip	Imaging Archive / Documents	673.1 MB	8.7 GB	5	28 Oct 2026
Policies/Policies planner.docx	Practice Management / Documents	670.0 MB	9.6 MB	212	24 Nov 2026
Consent forms/Scans 2021-09.zip	Patient Records / Documents	663.3 MB	8.6 GB	5	21 Oct 2024
X-rays 2020/Export 2020-08.zip	Imaging Archive / Documents	663.2 MB	8.6 GB	4	9 Jan 2025
Archive/Archive tracker.xlsx	Old Projects / Documents	643.5 MB	8.0 MB	640	27 Nov 2026
Archive/Archive tracker.xlsx	Marketing / Documents	633.5 MB	8.0 MB	640	27 Nov 2026
Consent forms/Export 2020-08.zip	Patient Records / Documents	622.5 MB	8.1 GB	4	4 Dec 2023
X-rays 2020/Recording 2020-07.mp4	Imaging Archive / Documents	619.7 MB	8.0 GB	3	28 Feb 2024
X-rays 2019/Recording 2019-03.mp4	Imaging Archive / Documents	613.2 MB	8.0 GB	4	20 Jul 2024
Consent forms/Recording 2019-07.mp4	Patient Records / Documents	581.7 MB	7.5 GB	3	12 May 2024
X-rays 2020/Photos 2020-06.zip	Imaging Archive / Documents	576.2 MB	7.5 GB	2	29 Jan 2025
Treatment plans/Export 2024-12.zip	Patient Records / Documents	571.2 MB	7.4 GB	3	8 Jun 2024
X-rays 2019/Photos 2019-02.zip	Imaging Archive / Documents	553.4 MB	7.2 GB	3	29 Aug 2024
Treatment plans/Recording 2023-11.mp4	Patient Records / Documents	541.5 MB	7.0 GB	2	16 Dec 2023
Consent forms/Photos 2024-06.zip	Patient Records / Documents	540.8 MB	7.0 GB	2	28 Apr 2023
Equipment manuals/Equipment manuals planner.docx	Practice Management / Documents	536.4 MB	8.0 MB	212	24 Nov 2026

File	Location	Older versions	Current size	Version	Last change
X-rays 2020/Scans 2020-05.zip	Imaging Archive / Documents	532.8 MB	6.9 GB	6	26 Feb 2025
Treatment plans/Photos 2022-10.zip	Patient Records / Documents	511.8 MB	6.6 GB	6	17 Apr 2025
Consent forms/Scans 2023-05.zip	Patient Records / Documents	500.0 MB	6.5 GB	6	4 Oct 2025
X-rays 2019/Scans 2019-01.zip	Imaging Archive / Documents	493.6 MB	6.4 GB	2	18 Feb 2025
Archive/Archive planner.docx	Finance / Documents	493.0 MB	8.0 MB	212	24 Nov 2026
X-rays 2020/Export 2020-04.zip	Imaging Archive / Documents	489.3 MB	6.3 GB	5	29 Oct 2026
Treatment plans/Scans 2021-09.zip	Patient Records / Documents	482.2 MB	6.3 GB	5	16 Jul 2023
Consent forms/Export 2022-04.zip	Patient Records / Documents	459.2 MB	6.0 GB	5	26 Jun 2026
Correspondence/Export 2024-12.zip	Patient Records / Documents	457.5 MB	5.9 GB	3	7 May 2025
Treatment plans/Export 2020-08.zip	Patient Records / Documents	452.5 MB	5.9 GB	4	23 Jun 2025
X-rays 2020/Recording 2020-03.mp4	Imaging Archive / Documents	445.8 MB	5.8 GB	4	12 Sep 2024
Correspondence/Recording 2023-11.mp4	Patient Records / Documents	433.7 MB	5.6 GB	2	17 Oct 2026
Treatment plans/Recording 2019-07.mp4	Patient Records / Documents	422.8 MB	5.5 GB	3	9 Oct 2025
Consent forms/Recording 2021-03.mp4	Patient Records / Documents	418.4 MB	5.4 GB	4	26 Jun 2026
Correspondence/Photos 2022-10.zip	Patient Records / Documents	410.0 MB	5.3 GB	6	6 Dec 2024
X-rays 2020/Photos 2020-02.zip	Imaging Archive / Documents	402.3 MB	5.2 GB	3	26 Feb 2024
Treatment plans/Photos 2024-06.zip	Patient Records / Documents	393.2 MB	5.1 GB	2	28 Jul 2025
CBCT scans/Export 2024-12.zip	Imaging Archive / Documents	387.4 MB	5.0 GB	3	10 Mar 2023
Correspondence/Scans 2021-09.zip	Patient Records / Documents	386.2 MB	5.0 GB	5	30 Jun 2024
Archive/Archive tracker.xlsx	Staff Intranet / Documents	382.9 MB	8.0 MB	640	27 Nov 2026
Consent forms/Photos 2020-02.zip	Patient Records / Documents	377.6 MB	4.9 GB	3	4 Nov 2024
CBCT scans/Recording 2023-11.mp4	Imaging Archive / Documents	367.3 MB	4.8 GB	2	17 Jul 2025
Treatment plans/Scans 2023-05.zip	Patient Records / Documents	363.5 MB	4.7 GB	6	10 May 2026

File	Location	Older versions	Current size	Version	Last change
Correspondence/Export 2020-08.zip	Patient Records / Documents	362.4 MB	4.7 GB	4	26 Nov 2023
Rotas/Export 2024-12.zip	Practice Management / Documents	358.9 MB	4.7 GB	3	26 Nov 2026
X-rays 2020/Scans 2020-01.zip	Imaging Archive / Documents	358.8 MB	4.7 GB	2	4 Sep 2024
CBCT scans/Photos 2022-10.zip	Imaging Archive / Documents	347.2 MB	4.5 GB	6	7 Jun 2025
Rotas/Recording 2023-11.mp4	Practice Management / Documents	340.2 MB	4.4 GB	2	29 Oct 2025
Correspondence/Recording 2019-07.mp4	Patient Records / Documents	338.7 MB	4.4 GB	3	29 Sep 2026
Consent forms/Scans 2019-01.zip	Patient Records / Documents	336.8 MB	4.4 GB	2	12 Mar 2025
Treatment plans/Export 2022-04.zip	Patient Records / Documents	333.8 MB	4.3 GB	5	4 Jan 2026
Shared/Shared tracker.xlsx	Finance / Documents	329.1 MB	8.0 MB	640	27 Nov 2026
CBCT scans/Scans 2021-09.zip	Imaging Archive / Documents	327.0 MB	4.2 GB	5	21 May 2026
Rotas/Photos 2022-10.zip	Practice Management / Documents	321.6 MB	4.2 GB	6	30 Aug 2025
Archive/Archive planner.docx	Old Projects / Documents	317.8 MB	8.0 MB	212	24 Nov 2026
Correspondence/Photos 2024-06.zip	Patient Records / Documents	314.9 MB	4.1 GB	2	11 Nov 2022
Archive/Archive planner.docx	Marketing / Documents	312.8 MB	8.0 MB	212	24 Nov 2026
Referral images/Export 2024-12.zip	Imaging Archive / Documents	310.3 MB	4.0 GB	3	3 May 2025
CBCT scans/Export 2020-08.zip	Imaging Archive / Documents	306.9 MB	4.0 GB	4	15 Apr 2024
Treatment plans/Recording 2021-03.mp4	Patient Records / Documents	304.1 MB	3.9 GB	4	27 Dec 2024
Rotas/Scans 2021-09.zip	Practice Management / Documents	302.9 MB	3.9 GB	5	22 Nov 2025
Referral images/Recording 2023-11.mp4	Imaging Archive / Documents	294.2 MB	3.8 GB	2	20 Apr 2026
Correspondence/Scans 2023-05.zip	Patient Records / Documents	291.1 MB	3.8 GB	6	18 May 2026
CBCT scans/Recording 2019-07.mp4	Imaging Archive / Documents	286.8 MB	3.7 GB	3	31 Jul 2025
Rotas/Export 2020-08.zip	Practice Management / Documents	284.3 MB	3.7 GB	4	31 Dec 2023
Intraoral photos/Export 2024-12.zip	Imaging Archive / Documents	281.6 MB	3.7 GB	3	3 May 2024

File	Location	Older versions	Current size	Version	Last change
Referral images/Photos 2022-10.zip	Imaging Archive / Documents	278.1 MB	3.6 GB	6	16 May 2023
Treatment plans/Photos 2020-02.zip	Patient Records / Documents	274.5 MB	3.6 GB	3	23 Dec 2025
Correspondence/Export 2022-04.zip	Patient Records / Documents	267.4 MB	3.5 GB	5	30 Mar 2024
Intraoral photos/Recording 2023-11.mp4	Imaging Archive / Documents	267.0 MB	3.5 GB	2	19 Dec 2024
CBCT scans/Photos 2024-06.zip	Imaging Archive / Documents	266.7 MB	3.5 GB	2	8 Nov 2026
Rotas/Recording 2019-07.mp4	Practice Management / Documents	265.6 MB	3.4 GB	3	13 Mar 2023
Projects/Export 2024-12.zip	Finance / Documents	264.6 MB	3.4 GB	3	12 Jan 2024
Lab dockets/Export 2024-12.zip	Patient Records / Documents	264.3 MB	3.4 GB	3	18 Apr 2025
Referral images/Scans 2021-09.zip	Imaging Archive / Documents	261.9 MB	3.4 GB	5	23 Oct 2022
Policies/Export 2024-12.zip	Practice Management / Documents	260.9 MB	3.4 GB	3	9 Feb 2024
Intraoral photos/Photos 2022-10.zip	Imaging Archive / Documents	252.4 MB	3.3 GB	6	2 Oct 2025

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
X-rays 2019/X-rays 2019 archive.zip	Imaging Archive / Documents	33.1 GB	12 Jun 2024	caroline.reyes@fabrikam.example
Practice database backup.bak	Practice Management / Documents	31.0 GB	31 Aug 2024	anna.kowalski@fabrikam.example
Consent forms/Consent forms archive.zip	Patient Records / Documents	22.6 GB	12 Jun 2024	evelyn.shaw@fabrikam.example
X-rays 2019/Export 2019-12.zip	Imaging Archive / Documents	16.1 GB	23 Jun 2024	caroline.reyes@fabrikam.example
X-rays 2019/Recording 2019-11.mp4	Imaging Archive / Documents	15.2 GB	8 Nov 2023	carl.svensson@fabrikam.example
X-rays 2019/Photos 2019-10.zip	Imaging Archive / Documents	14.4 GB	12 Nov 2022	anna.kowalski@fabrikam.example
X-rays 2019/Scans 2019-09.zip	Imaging Archive / Documents	13.6 GB	13 Dec 2023	evelyn.shaw@fabrikam.example
X-rays 2019/X-rays 2019 export.pst	Imaging Archive / Documents	12.9 GB	25 Nov 2023	carl.svensson@fabrikam.example

File	Location	Size	Last change	Changed by
X-rays 2019/Recording 2019-07.mp4	Imaging Archive / Documents	11.9 GB	24 Jul 2023	anna.kowalski@fabrikam.example
CBCT scans/CBCT scans archive.zip	Imaging Archive / Documents	11.1 GB	12 Jun 2024	evelyn.shaw@fabrikam.example
X-rays 2019/Photos 2019-06.zip	Imaging Archive / Documents	11.1 GB	23 Dec 2023	anna.kowalski@fabrikam.example
X-rays 2020/Photos 2020-10.zip	Imaging Archive / Documents	10.5 GB	16 Jun 2023	carl.svensson@fabrikam.example
Consent forms/Recording 2023-11.mp4	Patient Records / Documents	10.4 GB	14 May 2024	anna.kowalski@fabrikam.example
Rotas/Rotas archive.zip	Practice Management / Documents	10.3 GB	12 Jun 2024	evelyn.shaw@fabrikam.example
X-rays 2020/Scans 2020-09.zip	Imaging Archive / Documents	9.9 GB	18 Apr 2024	carl.svensson@fabrikam.example
Consent forms/Photos 2022-10.zip	Patient Records / Documents	9.8 GB	31 Jan 2023	caroline.reyes@fabrikam.example
Consent forms/Scans 2021-09.zip	Patient Records / Documents	9.3 GB	21 Oct 2024	evelyn.shaw@fabrikam.example
Referral images/Referral images archive.zip	Imaging Archive / Documents	8.9 GB	12 Jun 2024	carl.svensson@fabrikam.example
Consent forms/Consent forms export.pst	Patient Records / Documents	8.8 GB	25 Nov 2023	carl.svensson@fabrikam.example
Consent forms/Export 2020-08.zip	Patient Records / Documents	8.7 GB	4 Dec 2023	anna.kowalski@fabrikam.example
X-rays 2020/Recording 2020-07.mp4	Imaging Archive / Documents	8.6 GB	28 Feb 2024	anna.kowalski@fabrikam.example
X-rays 2019/Recording 2019-03.mp4	Imaging Archive / Documents	8.6 GB	20 Jul 2024	caroline.reyes@fabrikam.example
Consent forms/Recording 2019-07.mp4	Patient Records / Documents	8.1 GB	12 May 2024	evelyn.shaw@fabrikam.example
Treatment plans/Export 2024-12.zip	Patient Records / Documents	8.0 GB	8 Jun 2024	anna.kowalski@fabrikam.example
X-rays 2019/Photos 2019-02.zip	Imaging Archive / Documents	7.7 GB	29 Aug 2024	caroline.reyes@fabrikam.example
Projects/Projects archive.zip	Finance / Documents	7.6 GB	12 Jun 2024	anna.kowalski@fabrikam.example
Lab dockets/Lab dockets archive.zip	Patient Records / Documents	7.6 GB	12 Jun 2024	carl.svensson@fabrikam.example
Treatment plans/Recording 2023-11.mp4	Patient Records / Documents	7.6 GB	16 Dec 2023	carl.svensson@fabrikam.example
Consent forms/Photos 2024-06.zip	Patient Records / Documents	7.5 GB	28 Apr 2023	evelyn.shaw@fabrikam.example
Treatment plans/Scans 2021-09.zip	Patient Records / Documents	6.7 GB	16 Jul 2023	carl.svensson@fabrikam.example
X-rays 2020/Recording 2020-03.mp4	Imaging Archive / Documents	6.2 GB	12 Sep 2024	carl.svensson@fabrikam.example

File	Location	Size	Last change	Changed by
X-rays 2020/Photos 2020-02.zip	Imaging Archive / Documents	5.6 GB	26 Feb 2024	evelyn.shaw@fabrikam.example
CBCT scans/Export 2024-12.zip	Imaging Archive / Documents	5.4 GB	10 Mar 2023	evelyn.shaw@fabrikam.example
Correspondence/Scans 2021-09.zip	Patient Records / Documents	5.4 GB	30 Jun 2024	caroline.reyes@fabrikam.example
Consent forms/Photos 2020-02.zip	Patient Records / Documents	5.3 GB	4 Nov 2024	caroline.reyes@fabrikam.example
Correspondence/Export 2020-08.zip	Patient Records / Documents	5.1 GB	26 Nov 2023	evelyn.shaw@fabrikam.example
X-rays 2020/Scans 2020-01.zip	Imaging Archive / Documents	5.0 GB	4 Sep 2024	evelyn.shaw@fabrikam.example
Projects/Projects archive.zip	Old Projects / Documents	4.9 GB	12 Jun 2024	caroline.reyes@fabrikam.example
Projects/Projects archive.zip	Marketing / Documents	4.9 GB	12 Jun 2024	caroline.reyes@fabrikam.example
Correspondence/Photos 2024-06.zip	Patient Records / Documents	4.4 GB	11 Nov 2022	evelyn.shaw@fabrikam.example
CBCT scans/CBCT scans export.pst	Imaging Archive / Documents	4.3 GB	25 Nov 2023	evelyn.shaw@fabrikam.example
CBCT scans/Export 2020-08.zip	Imaging Archive / Documents	4.3 GB	15 Apr 2024	carl.svensson@fabrikam.example
Rotas/Rotas export.pst	Practice Management / Documents	4.0 GB	25 Nov 2023	evelyn.shaw@fabrikam.example
Rotas/Export 2020-08.zip	Practice Management / Documents	4.0 GB	31 Dec 2023	anna.kowalski@fabrikam.example
Intraoral photos/Export 2024-12.zip	Imaging Archive / Documents	3.9 GB	3 May 2024	caroline.reyes@fabrikam.example
Referral images/Photos 2022-10.zip	Imaging Archive / Documents	3.9 GB	16 May 2023	caroline.reyes@fabrikam.example
Correspondence/Export 2022-04.zip	Patient Records / Documents	3.7 GB	30 Mar 2024	evelyn.shaw@fabrikam.example
Rotas/Recording 2019-07.mp4	Practice Management / Documents	3.7 GB	13 Mar 2023	anna.kowalski@fabrikam.example
Projects/Export 2024-12.zip	Finance / Documents	3.7 GB	12 Jan 2024	evelyn.shaw@fabrikam.example
Referral images/Scans 2021-09.zip	Imaging Archive / Documents	3.7 GB	23 Oct 2022	carl.svensson@fabrikam.example
Policies/Export 2024-12.zip	Practice Management / Documents	3.6 GB	9 Feb 2024	evelyn.shaw@fabrikam.example
Lab dockets/Recording 2023-11.mp4	Patient Records / Documents	3.5 GB	31 Dec 2022	caroline.reyes@fabrikam.example
Compliance/Compliance archive.zip	Practice Management / Documents	3.5 GB	12 Jun 2024	evelyn.shaw@fabrikam.example
Referral images/Referral images export.pst	Imaging Archive / Documents	3.5 GB	25 Nov 2023	anna.kowalski@fabrikam.example

File	Location	Size	Last change	Changed by
Treatment plans/Scans 2019-01.zip	Patient Records / Documents	3.4 GB	1 Jul 2024	anna.kowalski@fabrikam.example
Intraoral photos/Scans 2021-09.zip	Imaging Archive / Documents	3.3 GB	31 Oct 2022	carl.svensson@fabrikam.example
Lab dockets/Photos 2022-10.zip	Patient Records / Documents	3.3 GB	30 Jul 2024	evelyn.shaw@fabrikam.example
Rotas/Scans 2023-05.zip	Practice Management / Documents	3.2 GB	17 Jul 2023	anna.kowalski@fabrikam.example
Lab dockets/Scans 2021-09.zip	Patient Records / Documents	3.1 GB	6 Dec 2022	caroline.reyes@fabrikam.example
Policies/Scans 2021-09.zip	Practice Management / Documents	3.1 GB	16 May 2023	carl.svensson@fabrikam.example
Correspondence/Photos 2020-02.zip	Patient Records / Documents	3.1 GB	9 Mar 2024	evelyn.shaw@fabrikam.example
Referral images/Photos 2024-06.zip	Imaging Archive / Documents	3.0 GB	28 Apr 2024	anna.kowalski@fabrikam.example
Projects/Projects archive.zip	Staff Intranet / Documents	3.0 GB	12 Jun 2024	evelyn.shaw@fabrikam.example
Projects/Projects export.pst	Finance / Documents	3.0 GB	25 Nov 2023	evelyn.shaw@fabrikam.example
Lab dockets/Lab dockets export.pst	Patient Records / Documents	3.0 GB	25 Nov 2023	caroline.reyes@fabrikam.example
Projects/Export 2020-08.zip	Finance / Documents	2.9 GB	2 Apr 2023	caroline.reyes@fabrikam.example
Lab dockets/Export 2020-08.zip	Patient Records / Documents	2.9 GB	27 Dec 2023	carl.svensson@fabrikam.example
Intraoral photos/Recording 2019-07.mp4	Imaging Archive / Documents	2.9 GB	30 May 2023	carl.svensson@fabrikam.example
CBCT scans/Recording 2021-03.mp4	Imaging Archive / Documents	2.9 GB	12 May 2023	caroline.reyes@fabrikam.example
Referral images/Scans 2023-05.zip	Imaging Archive / Documents	2.8 GB	18 Nov 2023	evelyn.shaw@fabrikam.example
Correspondence/Scans 2019-01.zip	Patient Records / Documents	2.7 GB	26 Feb 2023	anna.kowalski@fabrikam.example
Intraoral photos/Photos 2024-06.zip	Imaging Archive / Documents	2.7 GB	24 Sep 2024	evelyn.shaw@fabrikam.example
Policies/Recording 2019-07.mp4	Practice Management / Documents	2.7 GB	20 Dec 2022	caroline.reyes@fabrikam.example
Archive/Export 2024-12.zip	Finance / Documents	2.7 GB	3 Apr 2023	anna.kowalski@fabrikam.example
Rotas/Recording 2021-03.mp4	Practice Management / Documents	2.7 GB	13 Sep 2023	anna.kowalski@fabrikam.example
Equipment manuals/Photos 2022-10.zip	Practice Management / Documents	2.6 GB	11 May 2024	evelyn.shaw@fabrikam.example
CBCT scans/Photos 2020-02.zip	Imaging Archive / Documents	2.6 GB	7 Jun 2024	anna.kowalski@fabrikam.example

File	Location	Size	Last change	Changed by
Templates/Templates archive.zip	Finance / Documents	2.6 GB	12 Jun 2024	evelyn.shaw@fabrikam.example
Archive/Recording 2023-11.mp4	Finance / Documents	2.5 GB	4 Jul 2023	carl.svensson@fabrikam.example
Policies/Photos 2024-06.zip	Practice Management / Documents	2.5 GB	28 Aug 2023	caroline.reyes@fabrikam.example
Archive/Photos 2022-10.zip	Finance / Documents	2.4 GB	3 Jul 2024	anna.kowalski@fabrikam.example
Projects/Export 2024-12.zip	Marketing / Documents	2.4 GB	15 Feb 2024	evelyn.shaw@fabrikam.example
CBCT scans/Scans 2019-01.zip	Imaging Archive / Documents	2.3 GB	8 Aug 2024	anna.kowalski@fabrikam.example
Policies/Scans 2023-05.zip	Practice Management / Documents	2.3 GB	15 Aug 2024	carl.svensson@fabrikam.example
Equipment manuals/Export 2020-08.zip	Practice Management / Documents	2.3 GB	21 Aug 2023	evelyn.shaw@fabrikam.example
Referral images/Recording 2021-03.mp4	Imaging Archive / Documents	2.3 GB	19 Feb 2023	evelyn.shaw@fabrikam.example
Intraoral photos/Export 2022-04.zip	Imaging Archive / Documents	2.3 GB	21 Mar 2023	carl.svensson@fabrikam.example
Archive/Scans 2021-09.zip	Finance / Documents	2.3 GB	3 Jun 2023	anna.kowalski@fabrikam.example
Projects/Photos 2022-10.zip	Old Projects / Documents	2.2 GB	5 Feb 2023	carl.svensson@fabrikam.example
Rotas/Scans 2019-01.zip	Practice Management / Documents	2.1 GB	13 Jul 2024	carl.svensson@fabrikam.example
Policies/Export 2022-04.zip	Practice Management / Documents	2.1 GB	3 Mar 2024	evelyn.shaw@fabrikam.example
Projects/Photos 2022-10.zip	Marketing / Documents	2.1 GB	3 Aug 2024	anna.kowalski@fabrikam.example
Intraoral photos/Recording 2021-03.mp4	Imaging Archive / Documents	2.1 GB	5 May 2024	evelyn.shaw@fabrikam.example
Scans/Scans archive.zip	Finance / Documents	2.0 GB	12 Jun 2024	anna.kowalski@fabrikam.example
Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	28 Nov 2023	evelyn.shaw@fabrikam.example
Policies/Recording 2021-03.mp4	Practice Management / Documents	1.9 GB	25 Nov 2023	carl.svensson@fabrikam.example
Projects/Projects export.pst	Old Projects / Documents	1.9 GB	25 Nov 2023	carl.svensson@fabrikam.example
Projects/Projects export.pst	Marketing / Documents	1.9 GB	25 Nov 2023	evelyn.shaw@fabrikam.example
Projects/Export 2020-08.zip	Marketing / Documents	1.9 GB	27 Jan 2024	caroline.reyes@fabrikam.example
Referral images/Scans 2019-01.zip	Imaging Archive / Documents	1.9 GB	26 May 2024	carl.svensson@fabrikam.example

Libraries 2 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	Last change
Medium	Patient Records / Preservation Hold Library	35.3 GB	35.3 GB	0 bytes	2	25 Oct 2025
Medium	Finance / Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	25 Oct 2025

Largest items in recycle bins 15

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	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
Copy of Copy of Rota.xlsx	Finance	460.8 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas

Item	Site	Size	Deleted	Deleted from
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

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	anna.kowalski@fabrikam.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	anna.kowalski@fabrikam.example	50.0 GB	10.0 GB	19 Nov 2026

Read 468 files in 9 libraries on 7 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, 10:48 UTC.