SHAREPOINT STORAGE

# Fabrikam Dental Group

Harbour IT

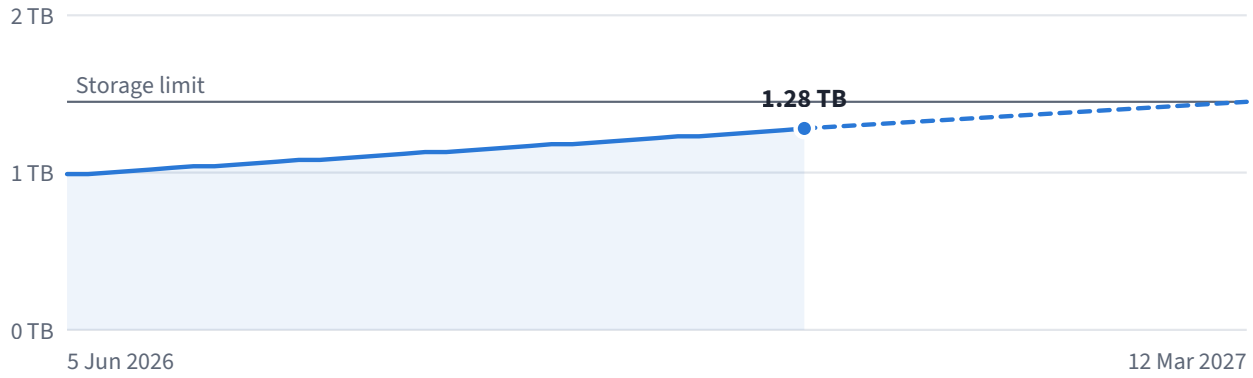
| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 04:00 UTC | fabrikam.onmicrosoft.com |

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.** Files with the most version history: 13 of 100 rows, Version is 5. Libraries: 9 of 9 rows, 1 column hidden. The headline figures cover every row.

| Storage used | Free space | Older versions | Recycle bins | Untouched for 2 years |
|---|---|---|---|---|
| **88%** | **178.1 GB** | **100.0 GB** | **68.0 GB** | **697.7 GB** |
| 1.28 TB of 1.45 TB (estimated) | Full in about 3 months at 50.9 GB a month | 8% of storage | Freed when emptied | 239 files |

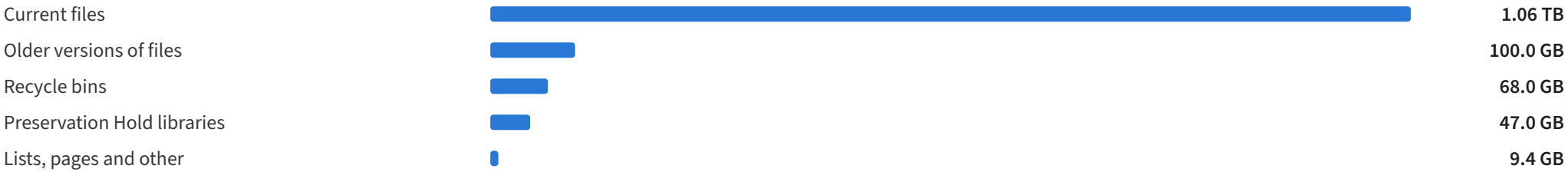
## Storage over time, and where it's heading at the last 30 days' rate



## 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

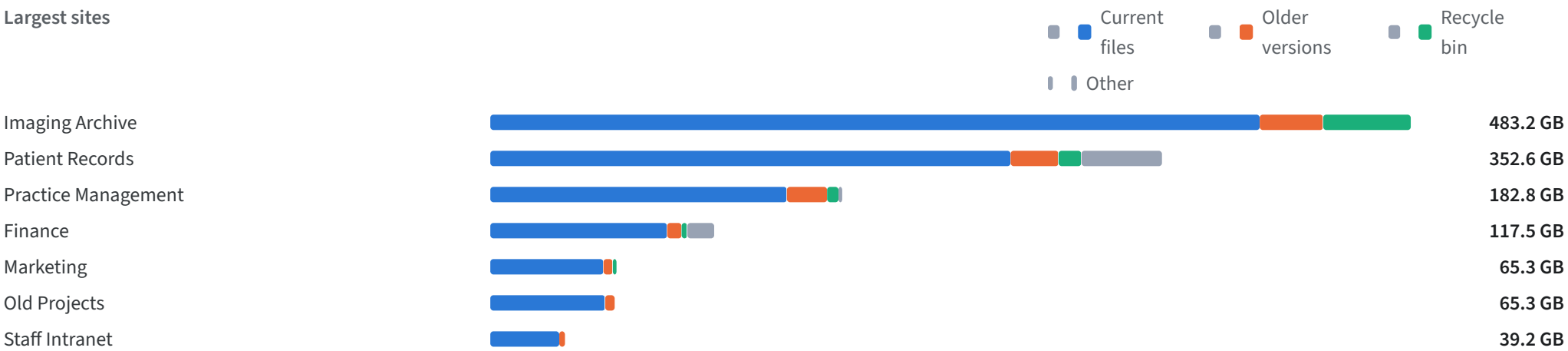



| Part | Size | Share of storage | How to free it |
|---|---|---|---|
| Current files | 1.06 TB | 83% | Archive or delete files nobody needs. See Largest files and Largest files untouched. |
| Older versions of files | 100.0 GB | 8% | Set a version limit (SharePoint admin centre, Settings, Version history 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. |
| 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 100

Size includes older versions.

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| X-rays 2019/X-rays 2019 archive.zip | Imaging Archive / Documents | 33.1 GB | None | 1 | 12 Jun 2024 | caroline.reyes@fabrikam.example |
| Practice database backup.bak | Practice Management / Documents | 31.0 GB | None | 1 | 31 Aug 2024 | anna.kowalski@fabrikam.example |
| Consent forms/Consent forms archive.zip | Patient Records / Documents | 22.6 GB | None | 1 | 12 Jun 2024 | evelyn.shaw@fabrikam.example |
| Contracts archive_v12.zip | Patient Records / Preservation Hold Library | 21.2 GB | None | 1 | 25 Oct 2025 | anna.kowalski@fabrikam.example |
| X-rays 2019/Export 2019-12.zip | Imaging Archive / Documents | 16.1 GB | 1.1 GB | 3 | 23 Jun 2024 | caroline.reyes@fabrikam.example |
| X-rays 2019/Recording 2019-11.mp4 | Imaging Archive / Documents | 15.2 GB | 1.1 GB | 2 | 8 Nov 2023 | carl.svensson@fabrikam.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| X-rays 2019/Photos 2019-10.zip | Imaging Archive / Documents | 14.4 GB | 1.0 GB | 6 | 12 Nov 2022 | anna.kowalski@fabrikam.example |
| Board pack 2023_v8.pdf | Patient Records / Preservation Hold Library | 14.1 GB | None | 1 | 25 Oct 2025 | anna.kowalski@fabrikam.example |
| X-rays 2019/Scans 2019-09.zip | Imaging Archive / Documents | 13.6 GB | 972.2 MB | 5 | 13 Dec 2023 | evelyn.shaw@fabrikam.example |
| X-rays 2019/X-rays 2019 export.pst | Imaging Archive / Documents | 12.9 GB | None | 1 | 25 Nov 2023 | carl.svensson@fabrikam.example |
| X-rays 2019/Export 2019-08.zip | Imaging Archive / Documents | 12.7 GB | 912.4 MB | 4 | 4 Jun 2025 | caroline.reyes@fabrikam.example |
| X-rays 2019/Recording 2019-07.mp4 | Imaging Archive / Documents | 11.9 GB | 852.5 MB | 3 | 24 Jul 2023 | anna.kowalski@fabrikam.example |
| X-rays 2020/Export 2020-12.zip | Imaging Archive / Documents | 11.7 GB | 837.2 MB | 3 | 20 Dec 2024 | evelyn.shaw@fabrikam.example |
| CBCT scans/CBCT scans archive.zip | Imaging Archive / Documents | 11.1 GB | None | 1 | 12 Jun 2024 | evelyn.shaw@fabrikam.example |
| X-rays 2020/Recording 2020-11.mp4 | Imaging Archive / Documents | 11.1 GB | 793.7 MB | 2 | 26 Dec 2024 | anna.kowalski@fabrikam.example |
| X-rays 2019/Photos 2019-06.zip | Imaging Archive / Documents | 11.1 GB | 792.7 MB | 2 | 23 Dec 2023 | anna.kowalski@fabrikam.example |
| Consent forms/Export 2024-12.zip | Patient Records / Documents | 11.0 GB | 785.8 MB | 3 | 25 Jul 2026 | caroline.reyes@fabrikam.example |
| X-rays 2020/Photos 2020-10.zip | Imaging Archive / Documents | 10.5 GB | 750.2 MB | 6 | 16 Jun 2023 | carl.svensson@fabrikam.example |
| Consent forms/Recording 2023-11.mp4 | Patient Records / Documents | 10.4 GB | 744.9 MB | 2 | 14 May 2024 | anna.kowalski@fabrikam.example |
| Rotas/Rotas archive.zip | Practice Management / Documents | 10.3 GB | None | 1 | 12 Jun 2024 | evelyn.shaw@fabrikam.example |
| X-rays 2019/Scans 2019-05.zip | Imaging Archive / Documents | 10.2 GB | 732.9 MB | 6 | 12 Aug 2026 | evelyn.shaw@fabrikam.example |
| X-rays 2020/Scans 2020-09.zip | Imaging Archive / Documents | 9.9 GB | 706.7 MB | 5 | 18 Apr 2024 | carl.svensson@fabrikam.example |
| Consent forms/Photos 2022-10.zip | Patient Records / Documents | 9.8 GB | 704.1 MB | 6 | 31 Jan 2023 | caroline.reyes@fabrikam.example |
| Appointment book.xlsx | Practice Management / Documents | 9.6 GB | 9.6 GB | 1184 | 29 Nov 2026 | carl.svensson@fabrikam.example |
| X-rays 2019/Export 2019-04.zip | Imaging Archive / Documents | 9.4 GB | 673.1 MB | 5 | 28 Oct 2026 | caroline.reyes@fabrikam.example |
| Consent forms/Scans 2021-09.zip | Patient Records / Documents | 9.3 GB | 663.3 MB | 5 | 21 Oct 2024 | evelyn.shaw@fabrikam.example |
| X-rays 2020/Export 2020-08.zip | Imaging Archive / Documents | 9.3 GB | 663.2 MB | 4 | 9 Jan 2025 | carl.svensson@fabrikam.example |
| Referral images/Referral images archive.zip | Imaging Archive / Documents | 8.9 GB | None | 1 | 12 Jun 2024 | carl.svensson@fabrikam.example |
| Consent forms/Consent forms export.pst | Patient Records / Documents | 8.8 GB | None | 1 | 25 Nov 2023 | carl.svensson@fabrikam.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| Consent forms/Export 2020-08.zip | Patient Records / Documents | 8.7 GB | 622.5 MB | 4 | 4 Dec 2023 | anna.kowalski@fabrikam.example |
| X-rays 2020/Recording 2020-07.mp4 | Imaging Archive / Documents | 8.6 GB | 619.7 MB | 3 | 28 Feb 2024 | anna.kowalski@fabrikam.example |
| X-rays 2019/Recording 2019-03.mp4 | Imaging Archive / Documents | 8.6 GB | 613.2 MB | 4 | 20 Jul 2024 | caroline.reyes@fabrikam.example |
| Consent forms/Recording 2019-07.mp4 | Patient Records / Documents | 8.1 GB | 581.7 MB | 3 | 12 May 2024 | evelyn.shaw@fabrikam.example |
| X-rays 2020/Photos 2020-06.zip | Imaging Archive / Documents | 8.0 GB | 576.2 MB | 2 | 29 Jan 2025 | caroline.reyes@fabrikam.example |
| Treatment plans/Export 2024-12.zip | Patient Records / Documents | 8.0 GB | 571.2 MB | 3 | 8 Jun 2024 | anna.kowalski@fabrikam.example |
| X-rays 2019/Photos 2019-02.zip | Imaging Archive / Documents | 7.7 GB | 553.4 MB | 3 | 29 Aug 2024 | caroline.reyes@fabrikam.example |
| Projects/Projects archive.zip | Finance / Documents | 7.6 GB | None | 1 | 12 Jun 2024 | anna.kowalski@fabrikam.example |
| Lab dockets/Lab dockets archive.zip | Patient Records / Documents | 7.6 GB | None | 1 | 12 Jun 2024 | carl.svensson@fabrikam.example |
| Treatment plans/Recording 2023-11.mp4 | Patient Records / Documents | 7.6 GB | 541.5 MB | 2 | 16 Dec 2023 | carl.svensson@fabrikam.example |
| Consent forms/Photos 2024-06.zip | Patient Records / Documents | 7.5 GB | 540.8 MB | 2 | 28 Apr 2023 | evelyn.shaw@fabrikam.example |
| X-rays 2020/Scans 2020-05.zip | Imaging Archive / Documents | 7.4 GB | 532.8 MB | 6 | 26 Feb 2025 | evelyn.shaw@fabrikam.example |
| Treatment plans/Photos 2022-10.zip | Patient Records / Documents | 7.1 GB | 511.8 MB | 6 | 17 Apr 2025 | caroline.reyes@fabrikam.example |
| Contracts archive_v12.zip | Finance / Preservation Hold Library | 7.1 GB | None | 1 | 25 Oct 2025 | anna.kowalski@fabrikam.example |
| Consent forms/Scans 2023-05.zip | Patient Records / Documents | 7.0 GB | 500.0 MB | 6 | 4 Oct 2025 | carl.svensson@fabrikam.example |
| X-rays 2019/Scans 2019-01.zip | Imaging Archive / Documents | 6.9 GB | 493.6 MB | 2 | 18 Feb 2025 | carl.svensson@fabrikam.example |
| X-rays 2020/Export 2020-04.zip | Imaging Archive / Documents | 6.8 GB | 489.3 MB | 5 | 29 Oct 2026 | caroline.reyes@fabrikam.example |
| Treatment plans/Scans 2021-09.zip | Patient Records / Documents | 6.7 GB | 482.2 MB | 5 | 16 Jul 2023 | carl.svensson@fabrikam.example |
| Consent forms/Export 2022-04.zip | Patient Records / Documents | 6.4 GB | 459.2 MB | 5 | 26 Jun 2026 | carl.svensson@fabrikam.example |
| Correspondence/Export 2024-12.zip | Patient Records / Documents | 6.4 GB | 457.5 MB | 3 | 7 May 2025 | carl.svensson@fabrikam.example |
| Treatment plans/Export 2020-08.zip | Patient Records / Documents | 6.3 GB | 452.5 MB | 4 | 23 Jun 2025 | evelyn.shaw@fabrikam.example |
| X-rays 2020/Recording 2020-03.mp4 | Imaging Archive / Documents | 6.2 GB | 445.8 MB | 4 | 12 Sep 2024 | carl.svensson@fabrikam.example |
| Correspondence/Recording 2023-11.mp4 | Patient Records / Documents | 6.1 GB | 433.7 MB | 2 | 17 Oct 2026 | caroline.reyes@fabrikam.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| Treatment plans/Recording 2019-07.mp4 | Patient Records / Documents | 5.9 GB | 422.8 MB | 3 | 9 Oct 2025 | evelyn.shaw@fabrikam.example |
| Consent forms/Recording 2021-03.mp4 | Patient Records / Documents | 5.8 GB | 418.4 MB | 4 | 26 Jun 2026 | carl.svensson@fabrikam.example |
| Correspondence/Photos 2022-10.zip | Patient Records / Documents | 5.7 GB | 410.0 MB | 6 | 6 Dec 2024 | carl.svensson@fabrikam.example |
| X-rays 2020/Photos 2020-02.zip | Imaging Archive / Documents | 5.6 GB | 402.3 MB | 3 | 26 Feb 2024 | evelyn.shaw@fabrikam.example |
| Treatment plans/Photos 2024-06.zip | Patient Records / Documents | 5.5 GB | 393.2 MB | 2 | 28 Jul 2025 | caroline.reyes@fabrikam.example |
| CBCT scans/Export 2024-12.zip | Imaging Archive / Documents | 5.4 GB | 387.4 MB | 3 | 10 Mar 2023 | evelyn.shaw@fabrikam.example |
| Correspondence/Scans 2021-09.zip | Patient Records / Documents | 5.4 GB | 386.2 MB | 5 | 30 Jun 2024 | caroline.reyes@fabrikam.example |
| Consent forms/Photos 2020-02.zip | Patient Records / Documents | 5.3 GB | 377.6 MB | 3 | 4 Nov 2024 | caroline.reyes@fabrikam.example |
| CBCT scans/Recording 2023-11.mp4 | Imaging Archive / Documents | 5.1 GB | 367.3 MB | 2 | 17 Jul 2025 | evelyn.shaw@fabrikam.example |
| Treatment plans/Scans 2023-05.zip | Patient Records / Documents | 5.1 GB | 363.5 MB | 6 | 10 May 2026 | carl.svensson@fabrikam.example |
| Correspondence/Export 2020-08.zip | Patient Records / Documents | 5.1 GB | 362.4 MB | 4 | 26 Nov 2023 | evelyn.shaw@fabrikam.example |
| Rotas/Export 2024-12.zip | Practice Management / Documents | 5.0 GB | 358.9 MB | 3 | 26 Nov 2026 | carl.svensson@fabrikam.example |
| X-rays 2020/Scans 2020-01.zip | Imaging Archive / Documents | 5.0 GB | 358.8 MB | 2 | 4 Sep 2024 | evelyn.shaw@fabrikam.example |
| Projects/Projects archive.zip | Old Projects / Documents | 4.9 GB | None | 1 | 12 Jun 2024 | caroline.reyes@fabrikam.example |
| Projects/Projects archive.zip | Marketing / Documents | 4.9 GB | None | 1 | 12 Jun 2024 | caroline.reyes@fabrikam.example |
| CBCT scans/Photos 2022-10.zip | Imaging Archive / Documents | 4.8 GB | 347.2 MB | 6 | 7 Jun 2025 | caroline.reyes@fabrikam.example |
| Rotas/Recording 2023-11.mp4 | Practice Management / Documents | 4.7 GB | 340.2 MB | 2 | 29 Oct 2025 | evelyn.shaw@fabrikam.example |
| Correspondence/Recording 2019-07.mp4 | Patient Records / Documents | 4.7 GB | 338.7 MB | 3 | 29 Sep 2026 | evelyn.shaw@fabrikam.example |
| Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 4.7 GB | None | 1 | 25 Oct 2025 | anna.kowalski@fabrikam.example |
| Consent forms/Scans 2019-01.zip | Patient Records / Documents | 4.7 GB | 336.8 MB | 2 | 12 Mar 2025 | caroline.reyes@fabrikam.example |
| Treatment plans/Export 2022-04.zip | Patient Records / Documents | 4.7 GB | 333.8 MB | 5 | 4 Jan 2026 | carl.svensson@fabrikam.example |
| CBCT scans/Scans 2021-09.zip | Imaging Archive / Documents | 4.6 GB | 327.0 MB | 5 | 21 May 2026 | caroline.reyes@fabrikam.example |
| Rotas/Photos 2022-10.zip | Practice Management / Documents | 4.5 GB | 321.6 MB | 6 | 30 Aug 2025 | evelyn.shaw@fabrikam.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| Correspondence/Photos 2024-06.zip | Patient Records / Documents | 4.4 GB | 314.9 MB | 2 | 11 Nov 2022 | evelyn.shaw@fabrikam.example |
| Referral images/Export 2024-12.zip | Imaging Archive / Documents | 4.3 GB | 310.3 MB | 3 | 3 May 2025 | carl.svensson@fabrikam.example |
| CBCT scans/CBCT scans export.pst | Imaging Archive / Documents | 4.3 GB | None | 1 | 25 Nov 2023 | evelyn.shaw@fabrikam.example |
| CBCT scans/Export 2020-08.zip | Imaging Archive / Documents | 4.3 GB | 306.9 MB | 4 | 15 Apr 2024 | carl.svensson@fabrikam.example |
| X-rays 2020/X-rays 2020 tracker.xlsx | Imaging Archive / Documents | 4.3 GB | 4.2 GB | 640 | 27 Nov 2026 | carl.svensson@fabrikam.example |
| Treatment plans/Recording 2021-03.mp4 | Patient Records / Documents | 4.2 GB | 304.1 MB | 4 | 27 Dec 2024 | anna.kowalski@fabrikam.example |
| Rotas/Scans 2021-09.zip | Practice Management / Documents | 4.2 GB | 302.9 MB | 5 | 22 Nov 2025 | carl.svensson@fabrikam.example |
| Referral images/Recording 2023-11.mp4 | Imaging Archive / Documents | 4.1 GB | 294.2 MB | 2 | 20 Apr 2026 | carl.svensson@fabrikam.example |
| Correspondence/Scans 2023-05.zip | Patient Records / Documents | 4.1 GB | 291.1 MB | 6 | 18 May 2026 | caroline.reyes@fabrikam.example |
| Rotas/Rotas export.pst | Practice Management / Documents | 4.0 GB | None | 1 | 25 Nov 2023 | evelyn.shaw@fabrikam.example |
| CBCT scans/Recording 2019-07.mp4 | Imaging Archive / Documents | 4.0 GB | 286.8 MB | 3 | 31 Jul 2025 | evelyn.shaw@fabrikam.example |
| Rotas/Export 2020-08.zip | Practice Management / Documents | 4.0 GB | 284.3 MB | 4 | 31 Dec 2023 | anna.kowalski@fabrikam.example |
| Intraoral photos/Export 2024-12.zip | Imaging Archive / Documents | 3.9 GB | 281.6 MB | 3 | 3 May 2024 | caroline.reyes@fabrikam.example |
| Referral images/Photos 2022-10.zip | Imaging Archive / Documents | 3.9 GB | 278.1 MB | 6 | 16 May 2023 | caroline.reyes@fabrikam.example |
| Treatment plans/Photos 2020-02.zip | Patient Records / Documents | 3.8 GB | 274.5 MB | 3 | 23 Dec 2025 | caroline.reyes@fabrikam.example |
| Correspondence/Export 2022-04.zip | Patient Records / Documents | 3.7 GB | 267.4 MB | 5 | 30 Mar 2024 | evelyn.shaw@fabrikam.example |
| Intraoral photos/Recording 2023-11.mp4 | Imaging Archive / Documents | 3.7 GB | 267.0 MB | 2 | 19 Dec 2024 | carl.svensson@fabrikam.example |
| CBCT scans/Photos 2024-06.zip | Imaging Archive / Documents | 3.7 GB | 266.7 MB | 2 | 8 Nov 2026 | anna.kowalski@fabrikam.example |
| Rotas/Recording 2019-07.mp4 | Practice Management / Documents | 3.7 GB | 265.6 MB | 3 | 13 Mar 2023 | 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 |
| Lab dockets/Export 2024-12.zip | Patient Records / Documents | 3.7 GB | 264.3 MB | 3 | 18 Apr 2025 | carl.svensson@fabrikam.example |
| Referral images/Scans 2021-09.zip | Imaging Archive / Documents | 3.7 GB | 261.9 MB | 5 | 23 Oct 2022 | carl.svensson@fabrikam.example |
| Policies/Export 2024-12.zip | Practice Management / Documents | 3.6 GB | 260.9 MB | 3 | 9 Feb 2024 | evelyn.shaw@fabrikam.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| Intraoral photos/Photos 2022-10.zip | Imaging Archive / Documents | 3.5 GB | 252.4 MB | 6 | 2 Oct 2025 | caroline.reyes@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 13

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 |
|---|---|---|---|---|---|
| X-rays 2019/Scans 2019-09.zip | Imaging Archive / Documents | 972.2 MB | 12.6 GB | 5 | 13 Dec 2023 |
| X-rays 2020/Scans 2020-09.zip | Imaging Archive / Documents | 706.7 MB | 9.2 GB | 5 | 18 Apr 2024 |
| X-rays 2019/Export 2019-04.zip | Imaging Archive / Documents | 673.1 MB | 8.7 GB | 5 | 28 Oct 2026 |
| Consent forms/Scans 2021-09.zip | Patient Records / Documents | 663.3 MB | 8.6 GB | 5 | 21 Oct 2024 |
| X-rays 2020/Export 2020-04.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/Scans 2021-09.zip | Patient Records / Documents | 386.2 MB | 5.0 GB | 5 | 30 Jun 2024 |
| Treatment plans/Export 2022-04.zip | Patient Records / Documents | 333.8 MB | 4.3 GB | 5 | 4 Jan 2026 |
| CBCT scans/Scans 2021-09.zip | Imaging Archive / Documents | 327.0 MB | 4.2 GB | 5 | 21 May 2026 |
| Rotas/Scans 2021-09.zip | Practice Management / Documents | 302.9 MB | 3.9 GB | 5 | 22 Nov 2025 |
| Correspondence/Export 2022-04.zip | Patient Records / Documents | 267.4 MB | 3.5 GB | 5 | 30 Mar 2024 |
| Referral images/Scans 2021-09.zip | Imaging Archive / Documents | 261.9 MB | 3.4 GB | 5 | 23 Oct 2022 |

## 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 |
| 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 |

| File | Location | Size | Last change | Changed by |
|---|---|---|---|---|
| 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 |
| 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 |

| File | Location | Size | Last change | Changed by |
|---|---|---|---|---|
| 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 |
| 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 |

| File | Location | Size | Last change | Changed by |
|---|---|---|---|---|
| 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 |
| 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 |

| File | Location | Size | Last change | Changed by |
|---|---|---|---|---|
| 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 9 2 to review

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

| Flag | Size | Current files | Older versions | Files | Highest version | Last change |
|---|---|---|---|---|---|---|
| | 437.2 GB | 403.9 GB | 33.3 GB | 70 | 640 | 27 Nov 2026 |
| | 298.3 GB | 273.1 GB | 25.2 GB | 56 | 640 | 27 Nov 2026 |
| | 176.8 GB | 155.7 GB | 21.1 GB | 58 | 1184 | 29 Nov 2026 |
| | 100.4 GB | 92.8 GB | 7.6 GB | 70 | 640 | 27 Nov 2026 |
| | 65.3 GB | 60.3 GB | 5.0 GB | 70 | 640 | 27 Nov 2026 |
| | 64.3 GB | 59.4 GB | 4.9 GB | 70 | 640 | 27 Nov 2026 |
| | 39.2 GB | 36.2 GB | 3.0 GB | 70 | 640 | 27 Nov 2026 |

| Flag | Size | Current files | Older versions | Files | Highest version | Last change |
|---|---|---|---|---|---|---|
| Medium | 35.3 GB | 35.3 GB | 0 bytes | 2 | 1 | 25 Oct 2025 |
| Medium | 11.8 GB | 11.8 GB | 0 bytes | 2 | 1 | 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 |
| 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, 04:00 UTC.