

# Fabrikam Dental Group



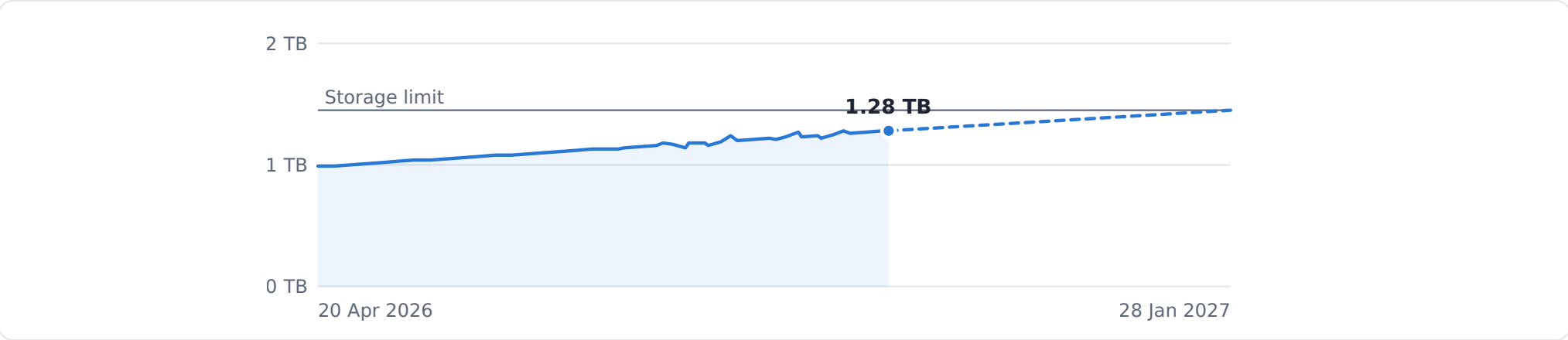
|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 14 Oct 2026 | 14 Oct 2026, 04:00 UTC | 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.** Largest files: 25 of 100 rows, Changed by is caroline.reyes@fabrikam.example. Libraries: 9 of 9 rows, 1 column hidden. The headline figures cover every row.

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

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

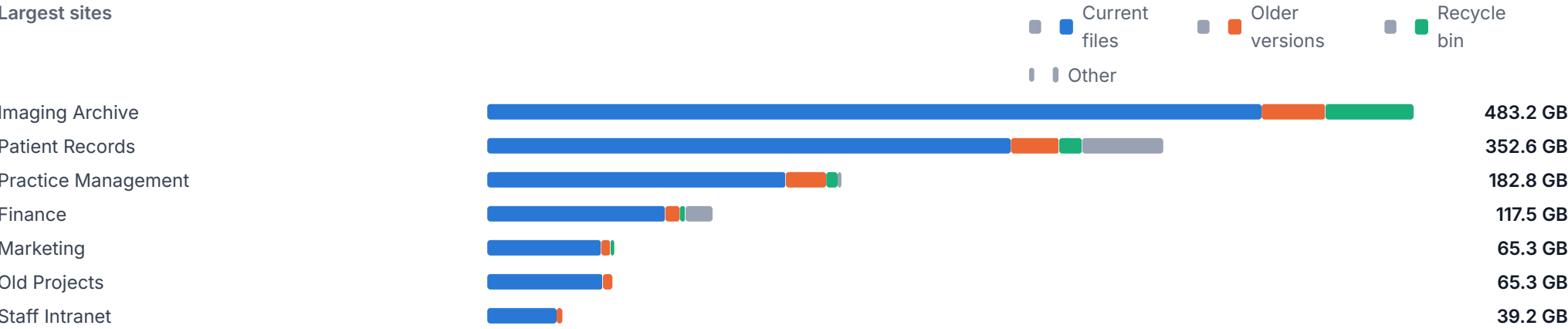
|                             |             |          |
|-----------------------------|-------------|----------|
| Current files               | <div></div> | 1.06 TB  |
| Older versions of files     | <div></div> | 100.0 GB |
| Recycle bins                | <div></div> | 68.0 GB  |
| Preservation Hold libraries | <div></div> | 47.0 GB  |
| Lists, pages and other      | <div></div> | 9.4 GB   |

| 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 | 12 Oct 2026 |
| Patient Records     | 352.6 GB     | 273.1 GB      | 25.2 GB        | 12.0 GB     | 167.2 GB           | Tenant storage | 12 Oct 2026 |
| Practice Management | 182.8 GB     | 155.7 GB      | 21.1 GB        | 6.0 GB      | 106.0 GB           | Tenant storage | 14 Oct 2026 |
| Finance             | 117.5 GB     | 92.8 GB       | 7.6 GB         | 3.0 GB      | 53.4 GB            | Tenant storage | 12 Oct 2026 |
| Marketing           | 65.3 GB      | 59.4 GB       | 4.9 GB         | 1.0 GB      | 42.0 GB            | Tenant storage | 12 Oct 2026 |
| Old Projects        | 65.3 GB      | 60.3 GB       | 5.0 GB         | 0 bytes     | 35.5 GB            | Tenant storage | 12 Oct 2026 |
| Staff Intranet      | 39.2 GB      | 36.2 GB       | 3.0 GB         | 0 bytes     | 21.7 GB            | Tenant storage | 12 Oct 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 docketts      | 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 25

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       | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| X-rays 2019/Export 2019-12.zip      | Imaging Archive / Documents | 16.1 GB | 1.1 GB         | 3       | 8 May 2024  | caroline.reyes@fabrikam.example |
| X-rays 2019/Export 2019-08.zip      | Imaging Archive / Documents | 12.7 GB | 912.4 MB       | 4       | 19 Apr 2025 | caroline.reyes@fabrikam.example |
| Consent forms/Export 2024-12.zip    | Patient Records / Documents | 11.0 GB | 785.8 MB       | 3       | 9 Jun 2026  | caroline.reyes@fabrikam.example |
| Consent forms/Photos 2022-10.zip    | Patient Records / Documents | 9.8 GB  | 704.1 MB       | 6       | 16 Dec 2022 | caroline.reyes@fabrikam.example |
| X-rays 2019/Export 2019-04.zip      | Imaging Archive / Documents | 9.4 GB  | 673.1 MB       | 5       | 12 Sep 2026 | caroline.reyes@fabrikam.example |

| File                                 | Location                    | Size   | Older versions | Version | Last change | Changed by                      |
|--------------------------------------|-----------------------------|--------|----------------|---------|-------------|---------------------------------|
| X-rays 2019/Recording 2019-03.mp4    | Imaging Archive / Documents | 8.6 GB | 613.2 MB       | 4       | 4 Jun 2024  | caroline.reyes@fabrikam.example |
| X-rays 2020/Photos 2020-06.zip       | Imaging Archive / Documents | 8.0 GB | 576.2 MB       | 2       | 14 Dec 2024 | caroline.reyes@fabrikam.example |
| X-rays 2019/Photos 2019-02.zip       | Imaging Archive / Documents | 7.7 GB | 553.4 MB       | 3       | 14 Jul 2024 | caroline.reyes@fabrikam.example |
| Treatment plans/Photos 2022-10.zip   | Patient Records / Documents | 7.1 GB | 511.8 MB       | 6       | 2 Mar 2025  | caroline.reyes@fabrikam.example |
| X-rays 2020/Export 2020-04.zip       | Imaging Archive / Documents | 6.8 GB | 489.3 MB       | 5       | 13 Sep 2026 | caroline.reyes@fabrikam.example |
| Correspondence/Recording 2023-11.mp4 | Patient Records / Documents | 6.1 GB | 433.7 MB       | 2       | 1 Sep 2026  | caroline.reyes@fabrikam.example |
| Treatment plans/Photos 2024-06.zip   | Patient Records / Documents | 5.5 GB | 393.2 MB       | 2       | 12 Jun 2025 | caroline.reyes@fabrikam.example |
| Correspondence/Scans 2021-09.zip     | Patient Records / Documents | 5.4 GB | 386.2 MB       | 5       | 15 May 2024 | caroline.reyes@fabrikam.example |
| Consent forms/Photos 2020-02.zip     | Patient Records / Documents | 5.3 GB | 377.6 MB       | 3       | 19 Sep 2024 | caroline.reyes@fabrikam.example |
| Projects/Projects archive.zip        | Old Projects / Documents    | 4.9 GB | None           | 1       | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| Projects/Projects archive.zip        | Marketing / Documents       | 4.9 GB | None           | 1       | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| CBCT scans/Photos 2022-10.zip        | Imaging Archive / Documents | 4.8 GB | 347.2 MB       | 6       | 22 Apr 2025 | caroline.reyes@fabrikam.example |
| Consent forms/Scans 2019-01.zip      | Patient Records / Documents | 4.7 GB | 336.8 MB       | 2       | 25 Jan 2025 | caroline.reyes@fabrikam.example |
| CBCT scans/Scans 2021-09.zip         | Imaging Archive / Documents | 4.6 GB | 327.0 MB       | 5       | 5 Apr 2026  | caroline.reyes@fabrikam.example |
| Correspondence/Scans 2023-05.zip     | Patient Records / Documents | 4.1 GB | 291.1 MB       | 6       | 2 Apr 2026  | caroline.reyes@fabrikam.example |
| Intraoral photos/Export 2024-12.zip  | Imaging Archive / Documents | 3.9 GB | 281.6 MB       | 3       | 18 Mar 2024 | caroline.reyes@fabrikam.example |
| Referral images/Photos 2022-10.zip   | Imaging Archive / Documents | 3.9 GB | 278.1 MB       | 6       | 31 Mar 2023 | caroline.reyes@fabrikam.example |
| Treatment plans/Photos 2020-02.zip   | Patient Records / Documents | 3.8 GB | 274.5 MB       | 3       | 7 Nov 2025  | caroline.reyes@fabrikam.example |
| Intraoral photos/Photos 2022-10.zip  | Imaging Archive / Documents | 3.5 GB | 252.4 MB       | 6       | 17 Aug 2025 | caroline.reyes@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    | 14 Oct 2026 |
| X-rays 2020/X-rays 2020 tracker.xlsx             | Imaging Archive / Documents     | 4.2 GB         | 20.4 MB      | 640     | 12 Oct 2026 |
| Treatment plans/Treatment plans tracker.xlsx     | Patient Records / Documents     | 2.9 GB         | 14.0 MB      | 640     | 12 Oct 2026 |
| Correspondence/Correspondence tracker.xlsx       | Patient Records / Documents     | 2.3 GB         | 11.2 MB      | 640     | 12 Oct 2026 |
| X-rays 2020/X-rays 2020 planner.docx             | Imaging Archive / Documents     | 2.1 GB         | 30.9 MB      | 212     | 9 Oct 2026  |
| Treatment plans/Treatment plans planner.docx     | Patient Records / Documents     | 1.4 GB         | 21.1 MB      | 212     | 9 Oct 2026  |
| Intraoral photos/Intraoral photos tracker.xlsx   | Imaging Archive / Documents     | 1.4 GB         | 8.0 MB       | 640     | 12 Oct 2026 |
| Policies/Policies tracker.xlsx                   | Practice Management / Documents | 1.3 GB         | 8.0 MB       | 640     | 12 Oct 2026 |
| Correspondence/Correspondence planner.docx       | Patient Records / Documents     | 1.1 GB         | 16.9 MB      | 212     | 9 Oct 2026  |
| X-rays 2019/Export 2019-12.zip                   | Imaging Archive / Documents     | 1.1 GB         | 14.9 GB      | 3       | 8 May 2024  |
| X-rays 2019/Recording 2019-11.mp4                | Imaging Archive / Documents     | 1.1 GB         | 14.2 GB      | 2       | 23 Sep 2023 |
| Equipment manuals/Equipment manuals tracker.xlsx | Practice Management / Documents | 1.1 GB         | 8.0 MB       | 640     | 12 Oct 2026 |
| X-rays 2019/Photos 2019-10.zip                   | Imaging Archive / Documents     | 1.0 GB         | 13.4 GB      | 6       | 27 Sep 2022 |
| Archive/Archive tracker.xlsx                     | Finance / Documents             | 994.1 MB       | 8.0 MB       | 640     | 12 Oct 2026 |
| X-rays 2019/Scans 2019-09.zip                    | Imaging Archive / Documents     | 972.2 MB       | 12.6 GB      | 5       | 28 Oct 2023 |
| X-rays 2019/Export 2019-08.zip                   | Imaging Archive / Documents     | 912.4 MB       | 11.8 GB      | 4       | 19 Apr 2025 |
| X-rays 2019/Recording 2019-07.mp4                | Imaging Archive / Documents     | 852.5 MB       | 11.1 GB      | 3       | 8 Jun 2023  |
| X-rays 2020/Export 2020-12.zip                   | Imaging Archive / Documents     | 837.2 MB       | 10.9 GB      | 3       | 4 Nov 2024  |
| X-rays 2020/Recording 2020-11.mp4                | Imaging Archive / Documents     | 793.7 MB       | 10.3 GB      | 2       | 10 Nov 2024 |
| X-rays 2019/Photos 2019-06.zip                   | Imaging Archive / Documents     | 792.7 MB       | 10.3 GB      | 2       | 7 Nov 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       | 9 Jun 2026  |
| X-rays 2020/Photos 2020-10.zip                   | Imaging Archive / Documents     | 750.2 MB       | 9.7 GB       | 6       | 1 May 2023  |
| Consent forms/Recording 2023-11.mp4              | Patient Records / Documents     | 744.9 MB       | 9.7 GB       | 2       | 29 Mar 2024 |
| X-rays 2019/Scans 2019-05.zip                    | Imaging Archive / Documents     | 732.9 MB       | 9.5 GB       | 6       | 27 Jun 2026 |
| Intraoral photos/Intraoral photos planner.docx   | Imaging Archive / Documents     | 723.3 MB       | 10.4 MB      | 212     | 9 Oct 2026  |
| X-rays 2020/Scans 2020-09.zip                    | Imaging Archive / Documents     | 706.7 MB       | 9.2 GB       | 5       | 3 Mar 2024  |
| Consent forms/Photos 2022-10.zip                 | Patient Records / Documents     | 704.1 MB       | 9.1 GB       | 6       | 16 Dec 2022 |
| X-rays 2019/Export 2019-04.zip                   | Imaging Archive / Documents     | 673.1 MB       | 8.7 GB       | 5       | 12 Sep 2026 |
| Policies/Policies planner.docx                   | Practice Management / Documents | 670.0 MB       | 9.6 MB       | 212     | 9 Oct 2026  |
| Consent forms/Scans 2021-09.zip                  | Patient Records / Documents     | 663.3 MB       | 8.6 GB       | 5       | 5 Sep 2024  |
| X-rays 2020/Export 2020-08.zip                   | Imaging Archive / Documents     | 663.2 MB       | 8.6 GB       | 4       | 24 Nov 2024 |
| Archive/Archive tracker.xlsx                     | Old Projects / Documents        | 643.5 MB       | 8.0 MB       | 640     | 12 Oct 2026 |
| Archive/Archive tracker.xlsx                     | Marketing / Documents           | 633.5 MB       | 8.0 MB       | 640     | 12 Oct 2026 |
| Consent forms/Export 2020-08.zip                 | Patient Records / Documents     | 622.5 MB       | 8.1 GB       | 4       | 19 Oct 2023 |
| X-rays 2020/Recording 2020-07.mp4                | Imaging Archive / Documents     | 619.7 MB       | 8.0 GB       | 3       | 13 Jan 2024 |
| X-rays 2019/Recording 2019-03.mp4                | Imaging Archive / Documents     | 613.2 MB       | 8.0 GB       | 4       | 4 Jun 2024  |
| Consent forms/Recording 2019-07.mp4              | Patient Records / Documents     | 581.7 MB       | 7.5 GB       | 3       | 27 Mar 2024 |
| X-rays 2020/Photos 2020-06.zip                   | Imaging Archive / Documents     | 576.2 MB       | 7.5 GB       | 2       | 14 Dec 2024 |
| Treatment plans/Export 2024-12.zip               | Patient Records / Documents     | 571.2 MB       | 7.4 GB       | 3       | 23 Apr 2024 |
| X-rays 2019/Photos 2019-02.zip                   | Imaging Archive / Documents     | 553.4 MB       | 7.2 GB       | 3       | 14 Jul 2024 |
| Treatment plans/Recording 2023-11.mp4            | Patient Records / Documents     | 541.5 MB       | 7.0 GB       | 2       | 31 Oct 2023 |
| Consent forms/Photos 2024-06.zip                 | Patient Records / Documents     | 540.8 MB       | 7.0 GB       | 2       | 13 Mar 2023 |
| Equipment manuals/Equipment manuals planner.docx | Practice Management / Documents | 536.4 MB       | 8.0 MB       | 212     | 9 Oct 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       | 11 Jan 2025 |
| Treatment plans/Photos 2022-10.zip    | Patient Records / Documents | 511.8 MB       | 6.6 GB       | 6       | 2 Mar 2025  |
| Consent forms/Scans 2023-05.zip       | Patient Records / Documents | 500.0 MB       | 6.5 GB       | 6       | 19 Aug 2025 |
| X-rays 2019/Scans 2019-01.zip         | Imaging Archive / Documents | 493.6 MB       | 6.4 GB       | 2       | 3 Jan 2025  |
| Archive/Archive planner.docx          | Finance / Documents         | 493.0 MB       | 8.0 MB       | 212     | 9 Oct 2026  |
| X-rays 2020/Export 2020-04.zip        | Imaging Archive / Documents | 489.3 MB       | 6.3 GB       | 5       | 13 Sep 2026 |
| Treatment plans/Scans 2021-09.zip     | Patient Records / Documents | 482.2 MB       | 6.3 GB       | 5       | 31 May 2023 |
| Consent forms/Export 2022-04.zip      | Patient Records / Documents | 459.2 MB       | 6.0 GB       | 5       | 11 May 2026 |
| Correspondence/Export 2024-12.zip     | Patient Records / Documents | 457.5 MB       | 5.9 GB       | 3       | 22 Mar 2025 |
| Treatment plans/Export 2020-08.zip    | Patient Records / Documents | 452.5 MB       | 5.9 GB       | 4       | 8 May 2025  |
| X-rays 2020/Recording 2020-03.mp4     | Imaging Archive / Documents | 445.8 MB       | 5.8 GB       | 4       | 28 Jul 2024 |
| Correspondence/Recording 2023-11.mp4  | Patient Records / Documents | 433.7 MB       | 5.6 GB       | 2       | 1 Sep 2026  |
| Treatment plans/Recording 2019-07.mp4 | Patient Records / Documents | 422.8 MB       | 5.5 GB       | 3       | 24 Aug 2025 |
| Consent forms/Recording 2021-03.mp4   | Patient Records / Documents | 418.4 MB       | 5.4 GB       | 4       | 11 May 2026 |
| Correspondence/Photos 2022-10.zip     | Patient Records / Documents | 410.0 MB       | 5.3 GB       | 6       | 21 Oct 2024 |
| X-rays 2020/Photos 2020-02.zip        | Imaging Archive / Documents | 402.3 MB       | 5.2 GB       | 3       | 11 Jan 2024 |
| Treatment plans/Photos 2024-06.zip    | Patient Records / Documents | 393.2 MB       | 5.1 GB       | 2       | 12 Jun 2025 |
| CBCT scans/Export 2024-12.zip         | Imaging Archive / Documents | 387.4 MB       | 5.0 GB       | 3       | 23 Jan 2023 |
| Correspondence/Scans 2021-09.zip      | Patient Records / Documents | 386.2 MB       | 5.0 GB       | 5       | 15 May 2024 |
| Archive/Archive tracker.xlsx          | Staff Intranet / Documents  | 382.9 MB       | 8.0 MB       | 640     | 12 Oct 2026 |
| Consent forms/Photos 2020-02.zip      | Patient Records / Documents | 377.6 MB       | 4.9 GB       | 3       | 19 Sep 2024 |
| CBCT scans/Recording 2023-11.mp4      | Imaging Archive / Documents | 367.3 MB       | 4.8 GB       | 2       | 1 Jun 2025  |
| Treatment plans/Scans 2023-05.zip     | Patient Records / Documents | 363.5 MB       | 4.7 GB       | 6       | 25 Mar 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       | 11 Oct 2023 |
| Rotas/Export 2024-12.zip              | Practice Management / Documents | 358.9 MB       | 4.7 GB       | 3       | 11 Oct 2026 |
| X-rays 2020/Scans 2020-01.zip         | Imaging Archive / Documents     | 358.8 MB       | 4.7 GB       | 2       | 20 Jul 2024 |
| CBCT scans/Photos 2022-10.zip         | Imaging Archive / Documents     | 347.2 MB       | 4.5 GB       | 6       | 22 Apr 2025 |
| Rotas/Recording 2023-11.mp4           | Practice Management / Documents | 340.2 MB       | 4.4 GB       | 2       | 13 Sep 2025 |
| Correspondence/Recording 2019-07.mp4  | Patient Records / Documents     | 338.7 MB       | 4.4 GB       | 3       | 14 Aug 2026 |
| Consent forms/Scans 2019-01.zip       | Patient Records / Documents     | 336.8 MB       | 4.4 GB       | 2       | 25 Jan 2025 |
| Treatment plans/Export 2022-04.zip    | Patient Records / Documents     | 333.8 MB       | 4.3 GB       | 5       | 19 Nov 2025 |
| Shared/Shared tracker.xlsx            | Finance / Documents             | 329.1 MB       | 8.0 MB       | 640     | 12 Oct 2026 |
| CBCT scans/Scans 2021-09.zip          | Imaging Archive / Documents     | 327.0 MB       | 4.2 GB       | 5       | 5 Apr 2026  |
| Rotas/Photos 2022-10.zip              | Practice Management / Documents | 321.6 MB       | 4.2 GB       | 6       | 15 Jul 2025 |
| Archive/Archive planner.docx          | Old Projects / Documents        | 317.8 MB       | 8.0 MB       | 212     | 9 Oct 2026  |
| Correspondence/Photos 2024-06.zip     | Patient Records / Documents     | 314.9 MB       | 4.1 GB       | 2       | 26 Sep 2022 |
| Archive/Archive planner.docx          | Marketing / Documents           | 312.8 MB       | 8.0 MB       | 212     | 9 Oct 2026  |
| Referral images/Export 2024-12.zip    | Imaging Archive / Documents     | 310.3 MB       | 4.0 GB       | 3       | 18 Mar 2025 |
| CBCT scans/Export 2020-08.zip         | Imaging Archive / Documents     | 306.9 MB       | 4.0 GB       | 4       | 29 Feb 2024 |
| Treatment plans/Recording 2021-03.mp4 | Patient Records / Documents     | 304.1 MB       | 3.9 GB       | 4       | 11 Nov 2024 |
| Rotas/Scans 2021-09.zip               | Practice Management / Documents | 302.9 MB       | 3.9 GB       | 5       | 7 Oct 2025  |
| Referral images/Recording 2023-11.mp4 | Imaging Archive / Documents     | 294.2 MB       | 3.8 GB       | 2       | 5 Mar 2026  |
| Correspondence/Scans 2023-05.zip      | Patient Records / Documents     | 291.1 MB       | 3.8 GB       | 6       | 2 Apr 2026  |
| CBCT scans/Recording 2019-07.mp4      | Imaging Archive / Documents     | 286.8 MB       | 3.7 GB       | 3       | 15 Jun 2025 |
| Rotas/Export 2020-08.zip              | Practice Management / Documents | 284.3 MB       | 3.7 GB       | 4       | 15 Nov 2023 |
| Intraoral photos/Export 2024-12.zip   | Imaging Archive / Documents     | 281.6 MB       | 3.7 GB       | 3       | 18 Mar 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       | 31 Mar 2023 |
| Treatment plans/Photos 2020-02.zip     | Patient Records / Documents     | 274.5 MB       | 3.6 GB       | 3       | 7 Nov 2025  |
| Correspondence/Export 2022-04.zip      | Patient Records / Documents     | 267.4 MB       | 3.5 GB       | 5       | 13 Feb 2024 |
| Intraoral photos/Recording 2023-11.mp4 | Imaging Archive / Documents     | 267.0 MB       | 3.5 GB       | 2       | 3 Nov 2024  |
| CBCT scans/Photos 2024-06.zip          | Imaging Archive / Documents     | 266.7 MB       | 3.5 GB       | 2       | 23 Sep 2026 |
| Rotas/Recording 2019-07.mp4            | Practice Management / Documents | 265.6 MB       | 3.4 GB       | 3       | 26 Jan 2023 |
| Projects/Export 2024-12.zip            | Finance / Documents             | 264.6 MB       | 3.4 GB       | 3       | 27 Nov 2023 |
| Lab dockets/Export 2024-12.zip         | Patient Records / Documents     | 264.3 MB       | 3.4 GB       | 3       | 3 Mar 2025  |
| Referral images/Scans 2021-09.zip      | Imaging Archive / Documents     | 261.9 MB       | 3.4 GB       | 5       | 7 Sep 2022  |
| Policies/Export 2024-12.zip            | Practice Management / Documents | 260.9 MB       | 3.4 GB       | 3       | 25 Dec 2023 |
| Intraoral photos/Photos 2022-10.zip    | Imaging Archive / Documents     | 252.4 MB       | 3.3 GB       | 6       | 17 Aug 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 | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| Practice database backup.bak            | Practice Management / Documents | 31.0 GB | 16 Jul 2024 | anna.kowalski@fabrikam.example  |
| Consent forms/Consent forms archive.zip | Patient Records / Documents     | 22.6 GB | 27 Apr 2024 | evelyn.shaw@fabrikam.example    |
| X-rays 2019/Export 2019-12.zip          | Imaging Archive / Documents     | 16.1 GB | 8 May 2024  | caroline.reyes@fabrikam.example |
| X-rays 2019/Recording 2019-11.mp4       | Imaging Archive / Documents     | 15.2 GB | 23 Sep 2023 | carl.svensson@fabrikam.example  |
| X-rays 2019/Photos 2019-10.zip          | Imaging Archive / Documents     | 14.4 GB | 27 Sep 2022 | anna.kowalski@fabrikam.example  |
| X-rays 2019/Scans 2019-09.zip           | Imaging Archive / Documents     | 13.6 GB | 28 Oct 2023 | evelyn.shaw@fabrikam.example    |
| X-rays 2019/X-rays 2019 export.pst      | Imaging Archive / Documents     | 12.9 GB | 10 Oct 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 | 8 Jun 2023  | anna.kowalski@fabrikam.example  |
| CBCT scans/CBCT scans archive.zip           | Imaging Archive / Documents     | 11.1 GB | 27 Apr 2024 | evelyn.shaw@fabrikam.example    |
| X-rays 2019/Photos 2019-06.zip              | Imaging Archive / Documents     | 11.1 GB | 7 Nov 2023  | anna.kowalski@fabrikam.example  |
| X-rays 2020/Photos 2020-10.zip              | Imaging Archive / Documents     | 10.5 GB | 1 May 2023  | carl.svensson@fabrikam.example  |
| Consent forms/Recording 2023-11.mp4         | Patient Records / Documents     | 10.4 GB | 29 Mar 2024 | anna.kowalski@fabrikam.example  |
| Rotas/Rotas archive.zip                     | Practice Management / Documents | 10.3 GB | 27 Apr 2024 | evelyn.shaw@fabrikam.example    |
| X-rays 2020/Scans 2020-09.zip               | Imaging Archive / Documents     | 9.9 GB  | 3 Mar 2024  | carl.svensson@fabrikam.example  |
| Consent forms/Photos 2022-10.zip            | Patient Records / Documents     | 9.8 GB  | 16 Dec 2022 | caroline.reyes@fabrikam.example |
| Consent forms/Scans 2021-09.zip             | Patient Records / Documents     | 9.3 GB  | 5 Sep 2024  | evelyn.shaw@fabrikam.example    |
| Referral images/Referral images archive.zip | Imaging Archive / Documents     | 8.9 GB  | 27 Apr 2024 | carl.svensson@fabrikam.example  |
| Consent forms/Consent forms export.pst      | Patient Records / Documents     | 8.8 GB  | 10 Oct 2023 | carl.svensson@fabrikam.example  |
| Consent forms/Export 2020-08.zip            | Patient Records / Documents     | 8.7 GB  | 19 Oct 2023 | anna.kowalski@fabrikam.example  |
| X-rays 2020/Recording 2020-07.mp4           | Imaging Archive / Documents     | 8.6 GB  | 13 Jan 2024 | anna.kowalski@fabrikam.example  |
| X-rays 2019/Recording 2019-03.mp4           | Imaging Archive / Documents     | 8.6 GB  | 4 Jun 2024  | caroline.reyes@fabrikam.example |
| Consent forms/Recording 2019-07.mp4         | Patient Records / Documents     | 8.1 GB  | 27 Mar 2024 | evelyn.shaw@fabrikam.example    |
| Treatment plans/Export 2024-12.zip          | Patient Records / Documents     | 8.0 GB  | 23 Apr 2024 | anna.kowalski@fabrikam.example  |
| X-rays 2019/Photos 2019-02.zip              | Imaging Archive / Documents     | 7.7 GB  | 14 Jul 2024 | caroline.reyes@fabrikam.example |
| Projects/Projects archive.zip               | Finance / Documents             | 7.6 GB  | 27 Apr 2024 | anna.kowalski@fabrikam.example  |
| Lab dockets/Lab dockets archive.zip         | Patient Records / Documents     | 7.6 GB  | 27 Apr 2024 | carl.svensson@fabrikam.example  |
| Treatment plans/Recording 2023-11.mp4       | Patient Records / Documents     | 7.6 GB  | 31 Oct 2023 | carl.svensson@fabrikam.example  |
| Consent forms/Photos 2024-06.zip            | Patient Records / Documents     | 7.5 GB  | 13 Mar 2023 | evelyn.shaw@fabrikam.example    |
| Treatment plans/Scans 2021-09.zip           | Patient Records / Documents     | 6.7 GB  | 31 May 2023 | carl.svensson@fabrikam.example  |
| X-rays 2020/Recording 2020-03.mp4           | Imaging Archive / Documents     | 6.2 GB  | 28 Jul 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 | 11 Jan 2024 | evelyn.shaw@fabrikam.example    |
| CBCT scans/Export 2024-12.zip              | Imaging Archive / Documents     | 5.4 GB | 23 Jan 2023 | evelyn.shaw@fabrikam.example    |
| Correspondence/Scans 2021-09.zip           | Patient Records / Documents     | 5.4 GB | 15 May 2024 | caroline.reyes@fabrikam.example |
| Consent forms/Photos 2020-02.zip           | Patient Records / Documents     | 5.3 GB | 19 Sep 2024 | caroline.reyes@fabrikam.example |
| Correspondence/Export 2020-08.zip          | Patient Records / Documents     | 5.1 GB | 11 Oct 2023 | evelyn.shaw@fabrikam.example    |
| X-rays 2020/Scans 2020-01.zip              | Imaging Archive / Documents     | 5.0 GB | 20 Jul 2024 | evelyn.shaw@fabrikam.example    |
| Projects/Projects archive.zip              | Old Projects / Documents        | 4.9 GB | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| Projects/Projects archive.zip              | Marketing / Documents           | 4.9 GB | 27 Apr 2024 | caroline.reyes@fabrikam.example |
| Correspondence/Photos 2024-06.zip          | Patient Records / Documents     | 4.4 GB | 26 Sep 2022 | evelyn.shaw@fabrikam.example    |
| CBCT scans/CBCT scans export.pst           | Imaging Archive / Documents     | 4.3 GB | 10 Oct 2023 | evelyn.shaw@fabrikam.example    |
| CBCT scans/Export 2020-08.zip              | Imaging Archive / Documents     | 4.3 GB | 29 Feb 2024 | carl.svensson@fabrikam.example  |
| Rotas/Rotas export.pst                     | Practice Management / Documents | 4.0 GB | 10 Oct 2023 | evelyn.shaw@fabrikam.example    |
| Rotas/Export 2020-08.zip                   | Practice Management / Documents | 4.0 GB | 15 Nov 2023 | anna.kowalski@fabrikam.example  |
| Intraoral photos/Export 2024-12.zip        | Imaging Archive / Documents     | 3.9 GB | 18 Mar 2024 | caroline.reyes@fabrikam.example |
| Referral images/Photos 2022-10.zip         | Imaging Archive / Documents     | 3.9 GB | 31 Mar 2023 | caroline.reyes@fabrikam.example |
| Correspondence/Export 2022-04.zip          | Patient Records / Documents     | 3.7 GB | 13 Feb 2024 | evelyn.shaw@fabrikam.example    |
| Rotas/Recording 2019-07.mp4                | Practice Management / Documents | 3.7 GB | 26 Jan 2023 | anna.kowalski@fabrikam.example  |
| Projects/Export 2024-12.zip                | Finance / Documents             | 3.7 GB | 27 Nov 2023 | evelyn.shaw@fabrikam.example    |
| Referral images/Scans 2021-09.zip          | Imaging Archive / Documents     | 3.7 GB | 7 Sep 2022  | carl.svensson@fabrikam.example  |
| Policies/Export 2024-12.zip                | Practice Management / Documents | 3.6 GB | 25 Dec 2023 | evelyn.shaw@fabrikam.example    |
| Lab dockets/Recording 2023-11.mp4          | Patient Records / Documents     | 3.5 GB | 15 Nov 2022 | caroline.reyes@fabrikam.example |
| Compliance/Compliance archive.zip          | Practice Management / Documents | 3.5 GB | 27 Apr 2024 | evelyn.shaw@fabrikam.example    |
| Referral images/Referral images export.pst | Imaging Archive / Documents     | 3.5 GB | 10 Oct 2023 | anna.kowalski@fabrikam.example  |
|                                            |                                 |        |             |                                 |

| File                                   | Location                        | Size   | Last change | Changed by                      |
|----------------------------------------|---------------------------------|--------|-------------|---------------------------------|
| Treatment plans/Scans 2019-01.zip      | Patient Records / Documents     | 3.4 GB | 16 May 2024 | anna.kowalski@fabrikam.example  |
| Intraoral photos/Scans 2021-09.zip     | Imaging Archive / Documents     | 3.3 GB | 15 Sep 2022 | carl.svensson@fabrikam.example  |
| Lab dockets/Photos 2022-10.zip         | Patient Records / Documents     | 3.3 GB | 14 Jun 2024 | evelyn.shaw@fabrikam.example    |
| Rotas/Scans 2023-05.zip                | Practice Management / Documents | 3.2 GB | 1 Jun 2023  | anna.kowalski@fabrikam.example  |
| Lab dockets/Scans 2021-09.zip          | Patient Records / Documents     | 3.1 GB | 21 Oct 2022 | caroline.reyes@fabrikam.example |
| Policies/Scans 2021-09.zip             | Practice Management / Documents | 3.1 GB | 31 Mar 2023 | carl.svensson@fabrikam.example  |
| Correspondence/Photos 2020-02.zip      | Patient Records / Documents     | 3.1 GB | 23 Jan 2024 | evelyn.shaw@fabrikam.example    |
| Referral images/Photos 2024-06.zip     | Imaging Archive / Documents     | 3.0 GB | 13 Mar 2024 | anna.kowalski@fabrikam.example  |
| Projects/Projects archive.zip          | Staff Intranet / Documents      | 3.0 GB | 27 Apr 2024 | evelyn.shaw@fabrikam.example    |
| Projects/Projects export.pst           | Finance / Documents             | 3.0 GB | 10 Oct 2023 | evelyn.shaw@fabrikam.example    |
| Lab dockets/Lab dockets export.pst     | Patient Records / Documents     | 3.0 GB | 10 Oct 2023 | caroline.reyes@fabrikam.example |
| Projects/Export 2020-08.zip            | Finance / Documents             | 2.9 GB | 15 Feb 2023 | caroline.reyes@fabrikam.example |
| Lab dockets/Export 2020-08.zip         | Patient Records / Documents     | 2.9 GB | 11 Nov 2023 | carl.svensson@fabrikam.example  |
| Intraoral photos/Recording 2019-07.mp4 | Imaging Archive / Documents     | 2.9 GB | 14 Apr 2023 | carl.svensson@fabrikam.example  |
| CBCT scans/Recording 2021-03.mp4       | Imaging Archive / Documents     | 2.9 GB | 27 Mar 2023 | caroline.reyes@fabrikam.example |
| Referral images/Scans 2023-05.zip      | Imaging Archive / Documents     | 2.8 GB | 3 Oct 2023  | evelyn.shaw@fabrikam.example    |
| Correspondence/Scans 2019-01.zip       | Patient Records / Documents     | 2.7 GB | 11 Jan 2023 | anna.kowalski@fabrikam.example  |
| Intraoral photos/Photos 2024-06.zip    | Imaging Archive / Documents     | 2.7 GB | 9 Aug 2024  | evelyn.shaw@fabrikam.example    |
| Policies/Recording 2019-07.mp4         | Practice Management / Documents | 2.7 GB | 4 Nov 2022  | caroline.reyes@fabrikam.example |
| Archive/Export 2024-12.zip             | Finance / Documents             | 2.7 GB | 16 Feb 2023 | anna.kowalski@fabrikam.example  |
| Rotas/Recording 2021-03.mp4            | Practice Management / Documents | 2.7 GB | 29 Jul 2023 | anna.kowalski@fabrikam.example  |
| Equipment manuals/Photos 2022-10.zip   | Practice Management / Documents | 2.6 GB | 26 Mar 2024 | evelyn.shaw@fabrikam.example    |
| CBCT scans/Photos 2020-02.zip          | Imaging Archive / Documents     | 2.6 GB | 22 Apr 2024 | anna.kowalski@fabrikam.example  |
|                                        |                                 |        |             |                                 |

| File                                   | Location                        | Size   | Last change | Changed by                      |
|----------------------------------------|---------------------------------|--------|-------------|---------------------------------|
| Templates/Templates archive.zip        | Finance / Documents             | 2.6 GB | 27 Apr 2024 | evelyn.shaw@fabrikam.example    |
| Archive/Recording 2023-11.mp4          | Finance / Documents             | 2.5 GB | 19 May 2023 | carl.svensson@fabrikam.example  |
| Policies/Photos 2024-06.zip            | Practice Management / Documents | 2.5 GB | 13 Jul 2023 | caroline.reyes@fabrikam.example |
| Archive/Photos 2022-10.zip             | Finance / Documents             | 2.4 GB | 18 May 2024 | anna.kowalski@fabrikam.example  |
| Projects/Export 2024-12.zip            | Marketing / Documents           | 2.4 GB | 31 Dec 2023 | evelyn.shaw@fabrikam.example    |
| CBCT scans/Scans 2019-01.zip           | Imaging Archive / Documents     | 2.3 GB | 23 Jun 2024 | anna.kowalski@fabrikam.example  |
| Policies/Scans 2023-05.zip             | Practice Management / Documents | 2.3 GB | 30 Jun 2024 | carl.svensson@fabrikam.example  |
| Equipment manuals/Export 2020-08.zip   | Practice Management / Documents | 2.3 GB | 6 Jul 2023  | evelyn.shaw@fabrikam.example    |
| Referral images/Recording 2021-03.mp4  | Imaging Archive / Documents     | 2.3 GB | 4 Jan 2023  | evelyn.shaw@fabrikam.example    |
| Intraoral photos/Export 2022-04.zip    | Imaging Archive / Documents     | 2.3 GB | 3 Feb 2023  | carl.svensson@fabrikam.example  |
| Archive/Scans 2021-09.zip              | Finance / Documents             | 2.3 GB | 18 Apr 2023 | anna.kowalski@fabrikam.example  |
| Projects/Photos 2022-10.zip            | Old Projects / Documents        | 2.2 GB | 21 Dec 2022 | carl.svensson@fabrikam.example  |
| Rotas/Scans 2019-01.zip                | Practice Management / Documents | 2.1 GB | 28 May 2024 | carl.svensson@fabrikam.example  |
| Policies/Export 2022-04.zip            | Practice Management / Documents | 2.1 GB | 17 Jan 2024 | evelyn.shaw@fabrikam.example    |
| Projects/Photos 2022-10.zip            | Marketing / Documents           | 2.1 GB | 18 Jun 2024 | anna.kowalski@fabrikam.example  |
| Intraoral photos/Recording 2021-03.mp4 | Imaging Archive / Documents     | 2.1 GB | 20 Mar 2024 | evelyn.shaw@fabrikam.example    |
| Scans/Scans archive.zip                | Finance / Documents             | 2.0 GB | 27 Apr 2024 | anna.kowalski@fabrikam.example  |
| Projects/Recording 2021-03.mp4         | Finance / Documents             | 2.0 GB | 13 Oct 2023 | evelyn.shaw@fabrikam.example    |
| Policies/Recording 2021-03.mp4         | Practice Management / Documents | 1.9 GB | 10 Oct 2023 | carl.svensson@fabrikam.example  |
| Projects/Projects export.pst           | Old Projects / Documents        | 1.9 GB | 10 Oct 2023 | carl.svensson@fabrikam.example  |
| Projects/Projects export.pst           | Marketing / Documents           | 1.9 GB | 10 Oct 2023 | evelyn.shaw@fabrikam.example    |
| Projects/Export 2020-08.zip            | Marketing / Documents           | 1.9 GB | 12 Dec 2023 | caroline.reyes@fabrikam.example |
| Referral images/Scans 2019-01.zip      | Imaging Archive / Documents     | 1.9 GB | 10 Apr 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     | Library                                                     | Size     | Current files | Older versions | Files | Last change |
|----------|-------------------------------------------------------------|----------|---------------|----------------|-------|-------------|
|          | <a href="#">Imaging Archive / Documents</a>                 | 437.2 GB | 403.9 GB      | 33.3 GB        | 70    | 12 Oct 2026 |
|          | <a href="#">Patient Records / Documents</a>                 | 298.3 GB | 273.1 GB      | 25.2 GB        | 56    | 12 Oct 2026 |
|          | <a href="#">Practice Management / Documents</a>             | 176.8 GB | 155.7 GB      | 21.1 GB        | 58    | 14 Oct 2026 |
|          | <a href="#">Finance / Documents</a>                         | 100.4 GB | 92.8 GB       | 7.6 GB         | 70    | 12 Oct 2026 |
|          | <a href="#">Old Projects / Documents</a>                    | 65.3 GB  | 60.3 GB       | 5.0 GB         | 70    | 12 Oct 2026 |
|          | <a href="#">Marketing / Documents</a>                       | 64.3 GB  | 59.4 GB       | 4.9 GB         | 70    | 12 Oct 2026 |
|          | <a href="#">Staff Intranet / Documents</a>                  | 39.2 GB  | 36.2 GB       | 3.0 GB         | 70    | 12 Oct 2026 |
| ● Medium | <a href="#">Patient Records / Preservation Hold Library</a> | 35.3 GB  | 35.3 GB       | 0 bytes        | 2     | 9 Sep 2025  |
| ● Medium | <a href="#">Finance / Preservation Hold Library</a>         | 11.8 GB  | 11.8 GB       | 0 bytes        | 2     | 9 Sep 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  | <a href="#">Imaging Archive</a>     | 25.3 GB | 2 Oct 2026  | sites/imaging/Shared Documents/Scans          |
| Old camera images         | <a href="#">Imaging Archive</a>     | 13.8 GB | 11 Sep 2026 | sites/imaging/Shared Documents/Images         |
| Copy of Copy of Rota.xlsx | <a href="#">Imaging Archive</a>     | 6.9 GB  | 10 Oct 2026 | sites/imaging/Shared Documents/Rotas          |
| Scanner exports 2022.zip  | <a href="#">Patient Records</a>     | 6.6 GB  | 2 Oct 2026  | sites/patient-records/Shared Documents/Scans  |
| Old camera images         | <a href="#">Patient Records</a>     | 3.6 GB  | 11 Sep 2026 | sites/patient-records/Shared Documents/Images |
| Scanner exports 2022.zip  | <a href="#">Practice Management</a> | 3.3 GB  | 2 Oct 2026  | sites/practice/Shared Documents/Scans         |

| Item                      | Site                | Size     | Deleted     | Deleted from                                 |
|---------------------------|---------------------|----------|-------------|----------------------------------------------|
| Copy of Copy of Rota.xlsx | Patient Records     | 1.8 GB   | 10 Oct 2026 | sites/patient-records/Shared Documents/Rotas |
| Old camera images         | Practice Management | 1.8 GB   | 11 Sep 2026 | sites/practice/Shared Documents/Images       |
| Scanner exports 2022.zip  | Finance             | 1.6 GB   | 2 Oct 2026  | sites/finance/Shared Documents/Scans         |
| Copy of Copy of Rota.xlsx | Practice Management | 921.6 MB | 10 Oct 2026 | sites/practice/Shared Documents/Rotas        |
| Old camera images         | Finance             | 921.6 MB | 11 Sep 2026 | sites/finance/Shared Documents/Images        |
| Scanner exports 2022.zip  | Marketing           | 563.2 MB | 2 Oct 2026  | sites/marketing/Shared Documents/Scans       |
| Copy of Copy of Rota.xlsx | Finance             | 460.8 MB | 10 Oct 2026 | sites/finance/Shared Documents/Rotas         |
| Old camera images         | Marketing           | 307.2 MB | 11 Sep 2026 | sites/marketing/Shared Documents/Images      |
| Copy of Copy of Rota.xlsx | Marketing           | 153.6 MB | 10 Oct 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        | 4 Oct 2026  |

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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 14 Oct 2026, 04:00 UTC.