SHAREPOINT STORAGE

Contoso Legal LLP

Harbour IT

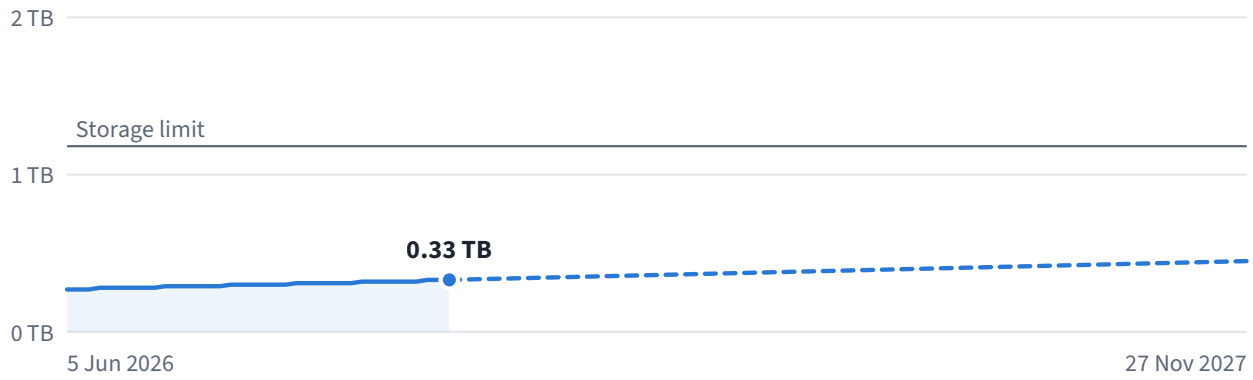
PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Filtered view. Sites by storage: 5 of 5 rows, 1 column hidden. Largest files: 48 of 100 rows, Location is Clients / Documents. The headline figures cover every row.

Storage used	Free space	Older versions	Recycle bins	Untouched for 2 years
28%	866.9 GB	24.1 GB	7.0 GB	181.4 GB
337.1 GB of 1.18 TB (estimated)	10.3 GB a month; years of room left	7% of storage	Freed when emptied	180 files

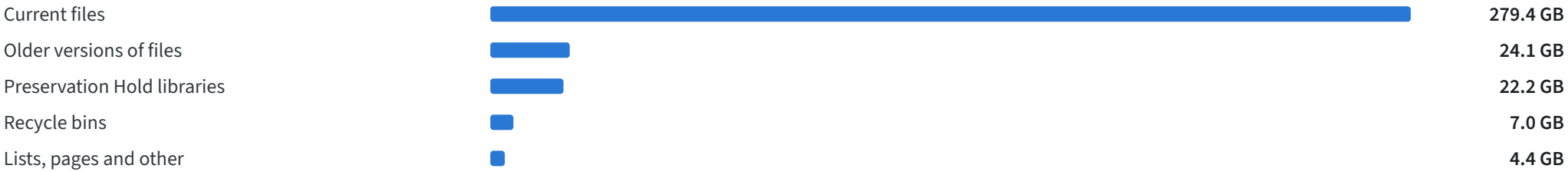
Storage over time, and where it's heading at the last 30 days' rate



Where the space goes 5

Everything stored in SharePoint sites, by what it is. The tenant has about 1.18 TB (1 TB + 10 GB × 18 licences).

By part

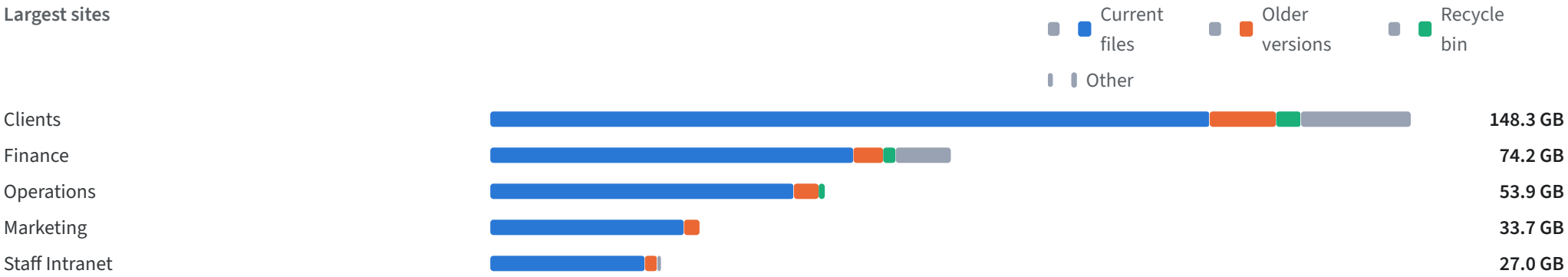


Part	Size	Share of storage	How to free it
Current files	279.4 GB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Older versions of files	24.1 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Preservation Hold libraries	22.2 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Recycle bins	7.0 GB	2%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.
Lists, pages and other	4.4 GB	1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.

Sites by storage 5

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

Largest sites



Storage used	Current files	Older versions	Recycle bin	Untouched 2+ years	Site limit	Last change
148.3 GB	115.9 GB	10.7 GB	4.0 GB	75.5 GB	Tenant storage	27 Nov 2026
74.2 GB	58.5 GB	4.8 GB	2.0 GB	38.4 GB	Tenant storage	27 Nov 2026
53.9 GB	48.9 GB	4.0 GB	1.0 GB	30.5 GB	Tenant storage	27 Nov 2026
33.7 GB	31.2 GB	2.5 GB	0 bytes	20.9 GB	Tenant storage	27 Nov 2026
27.0 GB	24.9 GB	2.0 GB	0 bytes	16.0 GB	Tenant storage	27 Nov 2026

Largest folders 24

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

Folder	Location	Size	Files	Share of library
Client files	Clients / Documents	53.1 GB	5,316	42%
Engagement letters	Clients / Documents	30.8 GB	4,821	24%
Projects	Finance / Documents	26.6 GB	1,757	42%

Folder	Location	Size	Files	Share of library
Payroll	Clients / Documents	24.7 GB	1,838	20%
Projects	Operations / Documents	22.2 GB	6,649	42%
Year end	Clients / Documents	17.9 GB	7,675	14%
Archive	Finance / Documents	15.4 GB	4,825	24%
Projects	Marketing / Documents	14.2 GB	3,756	42%
Archive	Operations / Documents	12.9 GB	3,086	24%
Projects	Staff Intranet / Documents	11.3 GB	2,141	42%
Templates	Finance / Documents	8.9 GB	4,137	14%
Archive	Marketing / Documents	8.2 GB	4,377	24%
Templates	Operations / Documents	7.5 GB	2,901	14%
Scans	Finance / Documents	7.2 GB	7,876	11%
Archive	Staff Intranet / Documents	6.6 GB	7,706	24%
Scans	Operations / Documents	6.0 GB	484	11%
Shared	Finance / Documents	5.2 GB	4,124	8%
Templates	Marketing / Documents	4.8 GB	1,174	14%
Shared	Operations / Documents	4.3 GB	3,675	8%
Scans	Marketing / Documents	3.8 GB	7,041	11%
Templates	Staff Intranet / Documents	3.8 GB	3,006	14%
Scans	Staff Intranet / Documents	3.1 GB	1,486	11%
Shared	Marketing / Documents	2.8 GB	2,789	8%
Shared	Staff Intranet / Documents	2.2 GB	2,608	8%

Largest files 48

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Client files archive.zip	Clients / Documents	9.6 GB	None	1	12 Jun 2024	carol.bennett@contoso.example
Client files/Export 2024-12.zip	Clients / Documents	4.7 GB	333.3 MB	3	7 Aug 2024	carol.bennett@contoso.example
Client files/Recording 2023-11.mp4	Clients / Documents	4.4 GB	316.0 MB	2	2 Nov 2026	carl.ashworth@contoso.example
Client files/Photos 2022-10.zip	Clients / Documents	4.2 GB	298.7 MB	6	23 Sep 2026	eve.lambert@contoso.example
Client files/Scans 2021-09.zip	Clients / Documents	3.9 GB	281.4 MB	5	1 Mar 2025	carl.ashworth@contoso.example
Client files/Client files export.pst	Clients / Documents	3.7 GB	None	1	25 Nov 2023	annabel.fraser@contoso.example
Client files/Export 2020-08.zip	Clients / Documents	3.7 GB	264.1 MB	4	11 Jun 2026	carl.ashworth@contoso.example
Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	246.7 MB	3	13 Jul 2024	eve.lambert@contoso.example
Engagement letters/Export 2024-12.zip	Clients / Documents	3.4 GB	242.3 MB	3	24 Mar 2025	eve.lambert@contoso.example
Year end/Year end archive.zip	Clients / Documents	3.2 GB	None	1	12 Jun 2024	carl.ashworth@contoso.example
Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	229.7 MB	2	22 Dec 2023	eve.lambert@contoso.example
Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	229.4 MB	2	30 Dec 2023	annabel.fraser@contoso.example
Engagement letters/Photos 2022-10.zip	Clients / Documents	3.0 GB	217.1 MB	6	26 Jul 2026	carl.ashworth@contoso.example
Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	212.1 MB	6	6 Apr 2024	carol.bennett@contoso.example
Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	204.5 MB	5	18 Jan 2023	carol.bennett@contoso.example
Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	194.8 MB	5	30 Jul 2025	eve.lambert@contoso.example
Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	194.1 MB	3	5 Nov 2023	annabel.fraser@contoso.example
Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	192.0 MB	4	27 Jul 2023	eve.lambert@contoso.example
Payroll/Recording 2023-11.mp4	Clients / Documents	2.6 GB	184.0 MB	2	6 Jan 2025	carol.bennett@contoso.example
Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	179.4 MB	3	2 Jun 2024	annabel.fraser@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Recording 2021-03.mp4	Clients / Documents	2.5 GB	177.5 MB	4	19 Sep 2025	carl.ashworth@contoso.example
Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	6 Apr 2026	eve.lambert@contoso.example
Engagement letters/Photos 2024-06.zip	Clients / Documents	2.3 GB	166.8 MB	2	16 May 2023	carl.ashworth@contoso.example
Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	163.8 MB	5	5 Dec 2023	eve.lambert@contoso.example
Client files/Photos 2020-02.zip	Clients / Documents	2.2 GB	160.2 MB	3	23 Jul 2024	carol.bennett@contoso.example
Engagement letters/Scans 2023-05.zip	Clients / Documents	2.2 GB	154.2 MB	6	3 Feb 2026	carol.bennett@contoso.example
Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	153.7 MB	4	29 Feb 2024	annabel.fraser@contoso.example
Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	143.7 MB	3	4 Jul 2024	eve.lambert@contoso.example
Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	142.9 MB	2	4 Sep 2023	annabel.fraser@contoso.example
Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	141.6 MB	5	1 Nov 2023	annabel.fraser@contoso.example
Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	133.6 MB	2	8 Jun 2024	annabel.fraser@contoso.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	129.0 MB	4	23 Aug 2023	eve.lambert@contoso.example
Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	26 Nov 2024	annabel.fraser@contoso.example
Engagement letters/Photos 2020-02.zip	Clients / Documents	1.6 GB	116.4 MB	3	8 Sep 2026	annabel.fraser@contoso.example
Payroll/Export 2022-04.zip	Clients / Documents	1.6 GB	113.4 MB	5	22 Oct 2025	carl.ashworth@contoso.example
Year end/Export 2024-12.zip	Clients / Documents	1.6 GB	112.1 MB	3	8 Aug 2025	annabel.fraser@contoso.example
Year end/Recording 2023-11.mp4	Clients / Documents	1.5 GB	106.3 MB	2	12 Feb 2026	annabel.fraser@contoso.example
Engagement letters/Scans 2019-01.zip	Clients / Documents	1.4 GB	103.8 MB	2	9 May 2025	carol.bennett@contoso.example
Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	103.3 MB	4	4 Sep 2024	annabel.fraser@contoso.example
Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	100.5 MB	6	9 Nov 2022	carol.bennett@contoso.example
Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	94.7 MB	5	24 Aug 2023	annabel.fraser@contoso.example
Payroll/Photos 2020-02.zip	Clients / Documents	1.3 GB	93.3 MB	3	5 Oct 2024	carl.ashworth@contoso.example
Year end/Year end export.pst	Clients / Documents	1.3 GB	None	1	25 Nov 2023	annabel.fraser@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Year end/Export 2020-08.zip	Clients / Documents	1.2 GB	88.8 MB	4	8 May 2026	annabel.fraser@contoso.example
Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	1.2 GB	640	27 Nov 2026	carol.bennett@contoso.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	83.2 MB	2	12 Sep 2024	carl.ashworth@contoso.example
Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	83.0 MB	3	22 Dec 2022	eve.lambert@contoso.example
Year end/Photos 2024-06.zip	Clients / Documents	1.1 GB	77.2 MB	2	14 Aug 2026	carol.bennett@contoso.example

Files with the most version history 100

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

File	Location	Older versions	Current size	Version	Last change
Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	8.0 MB	640	27 Nov 2026
Payroll/Payroll tracker.xlsx	Clients / Documents	1003.2 MB	8.0 MB	640	27 Nov 2026
Archive/Archive tracker.xlsx	Finance / Documents	623.3 MB	8.0 MB	640	27 Nov 2026
Engagement letters/Engagement letters planner.docx	Clients / Documents	622.3 MB	8.9 MB	212	24 Nov 2026
Archive/Archive tracker.xlsx	Operations / Documents	520.2 MB	8.0 MB	640	27 Nov 2026
Payroll/Payroll planner.docx	Clients / Documents	497.6 MB	8.0 MB	212	24 Nov 2026
Client files/Export 2024-12.zip	Clients / Documents	333.3 MB	4.3 GB	3	7 Aug 2024
Archive/Archive tracker.xlsx	Marketing / Documents	328.4 MB	8.0 MB	640	27 Nov 2026
Client files/Recording 2023-11.mp4	Clients / Documents	316.0 MB	4.1 GB	2	2 Nov 2026
Archive/Archive planner.docx	Finance / Documents	307.6 MB	8.0 MB	212	24 Nov 2026
Client files/Photos 2022-10.zip	Clients / Documents	298.7 MB	3.9 GB	6	23 Sep 2026
Client files/Scans 2021-09.zip	Clients / Documents	281.4 MB	3.7 GB	5	1 Mar 2025
Client files/Export 2020-08.zip	Clients / Documents	264.1 MB	3.4 GB	4	11 Jun 2026
Archive/Archive tracker.xlsx	Staff Intranet / Documents	261.1 MB	8.0 MB	640	27 Nov 2026

File	Location	Older versions	Current size	Version	Last change
Archive/Archive planner.docx	Operations / Documents	256.1 MB	8.0 MB	212	24 Nov 2026
Client files/Recording 2019-07.mp4	Clients / Documents	246.7 MB	3.2 GB	3	13 Jul 2024
Engagement letters/Export 2024-12.zip	Clients / Documents	242.3 MB	3.1 GB	3	24 Mar 2025
Engagement letters/Recording 2023-11.mp4	Clients / Documents	229.7 MB	3.0 GB	2	22 Dec 2023
Client files/Photos 2024-06.zip	Clients / Documents	229.4 MB	3.0 GB	2	30 Dec 2023
Engagement letters/Photos 2022-10.zip	Clients / Documents	217.1 MB	2.8 GB	6	26 Jul 2026
Client files/Scans 2023-05.zip	Clients / Documents	212.1 MB	2.8 GB	6	6 Apr 2024
Engagement letters/Scans 2021-09.zip	Clients / Documents	204.5 MB	2.7 GB	5	18 Jan 2023
Shared/Shared tracker.xlsx	Finance / Documents	204.4 MB	8.0 MB	640	27 Nov 2026
Client files/Export 2022-04.zip	Clients / Documents	194.8 MB	2.5 GB	5	30 Jul 2025
Payroll/Export 2024-12.zip	Clients / Documents	194.1 MB	2.5 GB	3	5 Nov 2023
Engagement letters/Export 2020-08.zip	Clients / Documents	192.0 MB	2.5 GB	4	27 Jul 2023
Payroll/Recording 2023-11.mp4	Clients / Documents	184.0 MB	2.4 GB	2	6 Jan 2025
Engagement letters/Recording 2019-07.mp4	Clients / Documents	179.4 MB	2.3 GB	3	2 Jun 2024
Client files/Recording 2021-03.mp4	Clients / Documents	177.5 MB	2.3 GB	4	19 Sep 2025
Payroll/Photos 2022-10.zip	Clients / Documents	173.9 MB	2.3 GB	6	6 Apr 2026
Shared/Shared tracker.xlsx	Operations / Documents	169.7 MB	8.0 MB	640	27 Nov 2026
Engagement letters/Photos 2024-06.zip	Clients / Documents	166.8 MB	2.2 GB	2	16 May 2023
Projects/Export 2024-12.zip	Finance / Documents	166.7 MB	2.2 GB	3	10 Feb 2023
Payroll/Scans 2021-09.zip	Clients / Documents	163.8 MB	2.1 GB	5	5 Dec 2023
Archive/Archive planner.docx	Marketing / Documents	160.2 MB	8.0 MB	212	24 Nov 2026
Client files/Photos 2020-02.zip	Clients / Documents	160.2 MB	2.1 GB	3	23 Jul 2024
Projects/Recording 2023-11.mp4	Finance / Documents	158.0 MB	2.0 GB	2	28 May 2024

File	Location	Older versions	Current size	Version	Last change
Engagement letters/Scans 2023-05.zip	Clients / Documents	154.2 MB	2.0 GB	6	3 Feb 2026
Payroll/Export 2020-08.zip	Clients / Documents	153.7 MB	2.0 GB	4	29 Feb 2024
Projects/Photos 2022-10.zip	Finance / Documents	149.3 MB	1.9 GB	6	9 Oct 2024
Payroll/Recording 2019-07.mp4	Clients / Documents	143.7 MB	1.9 GB	3	4 Jul 2024
Client files/Scans 2019-01.zip	Clients / Documents	142.9 MB	1.9 GB	2	4 Sep 2023
Engagement letters/Export 2022-04.zip	Clients / Documents	141.6 MB	1.8 GB	5	1 Nov 2023
Projects/Scans 2021-09.zip	Finance / Documents	140.7 MB	1.8 GB	5	26 Jun 2026
Projects/Export 2024-12.zip	Operations / Documents	139.5 MB	1.8 GB	3	3 Aug 2024
Payroll/Photos 2024-06.zip	Clients / Documents	133.6 MB	1.7 GB	2	8 Jun 2024
Projects/Recording 2023-11.mp4	Operations / Documents	132.2 MB	1.7 GB	2	25 Dec 2024
Projects/Export 2020-08.zip	Finance / Documents	132.0 MB	1.7 GB	4	7 Dec 2025
Engagement letters/Recording 2021-03.mp4	Clients / Documents	129.0 MB	1.7 GB	4	23 Aug 2023
Archive/Archive planner.docx	Staff Intranet / Documents	126.5 MB	8.0 MB	212	24 Nov 2026
Projects/Photos 2022-10.zip	Operations / Documents	125.0 MB	1.6 GB	6	15 Apr 2026
Payroll/Scans 2023-05.zip	Clients / Documents	123.5 MB	1.6 GB	6	26 Nov 2024
Projects/Recording 2019-07.mp4	Finance / Documents	123.4 MB	1.6 GB	3	2 May 2026
Archive/Export 2024-12.zip	Finance / Documents	121.1 MB	1.6 GB	3	29 May 2023
Projects/Scans 2021-09.zip	Operations / Documents	117.7 MB	1.5 GB	5	19 Jun 2025
Engagement letters/Photos 2020-02.zip	Clients / Documents	116.4 MB	1.5 GB	3	8 Sep 2026
Archive/Recording 2023-11.mp4	Finance / Documents	114.9 MB	1.5 GB	2	6 Jun 2026
Projects/Photos 2024-06.zip	Finance / Documents	114.7 MB	1.5 GB	2	21 Jan 2025
Payroll/Export 2022-04.zip	Clients / Documents	113.4 MB	1.5 GB	5	22 Oct 2025
Year end/Export 2024-12.zip	Clients / Documents	112.1 MB	1.5 GB	3	8 Aug 2025

File	Location	Older versions	Current size	Version	Last change
Projects/Export 2020-08.zip	Operations / Documents	110.5 MB	1.4 GB	4	25 May 2023
Archive/Photos 2022-10.zip	Finance / Documents	108.6 MB	1.4 GB	6	4 Nov 2022
Year end/Recording 2023-11.mp4	Clients / Documents	106.3 MB	1.4 GB	2	12 Feb 2026
Projects/Scans 2023-05.zip	Finance / Documents	106.1 MB	1.4 GB	6	13 Feb 2025
Shared/Shared tracker.xlsx	Marketing / Documents	105.2 MB	8.0 MB	640	27 Nov 2026
Engagement letters/Scans 2019-01.zip	Clients / Documents	103.8 MB	1.3 GB	2	9 May 2025
Payroll/Recording 2021-03.mp4	Clients / Documents	103.3 MB	1.3 GB	4	4 Sep 2024
Projects/Recording 2019-07.mp4	Operations / Documents	103.2 MB	1.3 GB	3	27 Jun 2023
Archive/Scans 2021-09.zip	Finance / Documents	102.3 MB	1.3 GB	5	18 Jan 2026
Archive/Export 2024-12.zip	Operations / Documents	101.4 MB	1.3 GB	3	5 Aug 2024
Year end/Photos 2022-10.zip	Clients / Documents	100.5 MB	1.3 GB	6	9 Nov 2022
Shared/Shared planner.docx	Finance / Documents	98.2 MB	8.0 MB	212	24 Nov 2026
Projects/Export 2022-04.zip	Finance / Documents	97.4 MB	1.3 GB	5	31 Dec 2022
Archive/Recording 2023-11.mp4	Operations / Documents	96.1 MB	1.2 GB	2	24 Feb 2026
Projects/Photos 2024-06.zip	Operations / Documents	96.0 MB	1.2 GB	2	8 Aug 2024
Archive/Export 2020-08.zip	Finance / Documents	96.0 MB	1.2 GB	4	10 Sep 2023
Year end/Scans 2021-09.zip	Clients / Documents	94.7 MB	1.2 GB	5	24 Aug 2023
Payroll/Photos 2020-02.zip	Clients / Documents	93.3 MB	1.2 GB	3	5 Oct 2024
Archive/Photos 2022-10.zip	Operations / Documents	90.8 MB	1.2 GB	6	27 Jul 2026
Archive/Recording 2019-07.mp4	Finance / Documents	89.7 MB	1.2 GB	3	12 Feb 2026
Year end/Export 2020-08.zip	Clients / Documents	88.8 MB	1.2 GB	4	8 May 2026
Projects/Export 2024-12.zip	Marketing / Documents	88.8 MB	1.2 GB	3	30 Nov 2025
Projects/Scans 2023-05.zip	Operations / Documents	88.7 MB	1.2 GB	6	10 Dec 2024

File	Location	Older versions	Current size	Version	Last change
Projects/Recording 2021-03.mp4	Finance / Documents	88.7 MB	1.2 GB	4	2 Dec 2023
Archive/Scans 2021-09.zip	Operations / Documents	85.6 MB	1.1 GB	5	25 Apr 2025
Projects/Recording 2023-11.mp4	Marketing / Documents	84.2 MB	1.1 GB	2	18 Nov 2025
Archive/Photos 2024-06.zip	Finance / Documents	83.4 MB	1.1 GB	2	17 Jun 2023
Payroll/Scans 2019-01.zip	Clients / Documents	83.2 MB	1.1 GB	2	12 Sep 2024
Year end/Recording 2019-07.mp4	Clients / Documents	83.0 MB	1.1 GB	3	22 Dec 2022
Shared/Shared tracker.xlsx	Staff Intranet / Documents	82.5 MB	8.0 MB	640	27 Nov 2026
Projects/Export 2022-04.zip	Operations / Documents	81.5 MB	1.1 GB	5	2 Dec 2024
Shared/Shared planner.docx	Operations / Documents	80.8 MB	8.0 MB	212	24 Nov 2026
Archive/Export 2020-08.zip	Operations / Documents	80.3 MB	1.0 GB	4	29 Mar 2023
Projects/Photos 2020-02.zip	Finance / Documents	80.1 MB	1.0 GB	3	12 Apr 2023
Projects/Photos 2022-10.zip	Marketing / Documents	79.6 MB	1.0 GB	6	28 May 2024
Year end/Photos 2024-06.zip	Clients / Documents	77.2 MB	1.0 GB	2	14 Aug 2026
Archive/Scans 2023-05.zip	Finance / Documents	77.1 MB	1.0 GB	6	23 Nov 2022
Archive/Recording 2019-07.mp4	Operations / Documents	75.0 MB	997.0 MB	3	14 Feb 2024
Projects/Scans 2021-09.zip	Marketing / Documents	75.0 MB	996.0 MB	5	12 Sep 2024
Projects/Recording 2021-03.mp4	Operations / Documents	74.3 MB	986.5 MB	4	14 Mar 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
Client files/Client files archive.zip	Clients / Documents	9.6 GB	12 Jun 2024	carol.bennett@contoso.example
Projects/Projects archive.zip	Finance / Documents	4.8 GB	12 Jun 2024	annabel.fraser@contoso.example

File	Location	Size	Last change	Changed by
Client files/Export 2024-12.zip	Clients / Documents	4.7 GB	7 Aug 2024	carol.bennett@contoso.example
Projects/Projects archive.zip	Operations / Documents	4.0 GB	12 Jun 2024	carol.bennett@contoso.example
Client files/Client files export.pst	Clients / Documents	3.7 GB	25 Nov 2023	annabel.fraser@contoso.example
Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	13 Jul 2024	eve.lambert@contoso.example
Year end/Year end archive.zip	Clients / Documents	3.2 GB	12 Jun 2024	carl.ashworth@contoso.example
Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	22 Dec 2023	eve.lambert@contoso.example
Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	30 Dec 2023	annabel.fraser@contoso.example
Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	6 Apr 2024	carol.bennett@contoso.example
Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	18 Jan 2023	carol.bennett@contoso.example
Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	5 Nov 2023	annabel.fraser@contoso.example
Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	27 Jul 2023	eve.lambert@contoso.example
Projects/Projects archive.zip	Marketing / Documents	2.5 GB	12 Jun 2024	carol.bennett@contoso.example
Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	2 Jun 2024	annabel.fraser@contoso.example
Engagement letters/Photos 2024-06.zip	Clients / Documents	2.3 GB	16 May 2023	carl.ashworth@contoso.example
Projects/Export 2024-12.zip	Finance / Documents	2.3 GB	10 Feb 2023	carl.ashworth@contoso.example
Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	5 Dec 2023	eve.lambert@contoso.example
Client files/Photos 2020-02.zip	Clients / Documents	2.2 GB	23 Jul 2024	carol.bennett@contoso.example
Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	28 May 2024	annabel.fraser@contoso.example
Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	29 Feb 2024	annabel.fraser@contoso.example
Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	9 Oct 2024	eve.lambert@contoso.example
Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	12 Jun 2024	eve.lambert@contoso.example
Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	4 Jul 2024	eve.lambert@contoso.example
Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	4 Sep 2023	annabel.fraser@contoso.example

File	Location	Size	Last change	Changed by
Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	1 Nov 2023	annabel.fraser@contoso.example
Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	3 Aug 2024	carl.ashworth@contoso.example
Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	8 Jun 2024	annabel.fraser@contoso.example
Projects/Projects export.pst	Finance / Documents	1.9 GB	25 Nov 2023	carol.bennett@contoso.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	23 Aug 2023	eve.lambert@contoso.example
Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	26 Nov 2024	annabel.fraser@contoso.example
Archive/Export 2024-12.zip	Finance / Documents	1.7 GB	29 May 2023	carol.bennett@contoso.example
Templates/Templates archive.zip	Finance / Documents	1.6 GB	12 Jun 2024	annabel.fraser@contoso.example
Projects/Projects export.pst	Operations / Documents	1.6 GB	25 Nov 2023	annabel.fraser@contoso.example
Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	25 May 2023	annabel.fraser@contoso.example
Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	4 Nov 2022	annabel.fraser@contoso.example
Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	4 Sep 2024	annabel.fraser@contoso.example
Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	27 Jun 2023	eve.lambert@contoso.example
Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	5 Aug 2024	carol.bennett@contoso.example
Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	9 Nov 2022	carol.bennett@contoso.example
Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	31 Dec 2022	eve.lambert@contoso.example
Templates/Templates archive.zip	Operations / Documents	1.3 GB	12 Jun 2024	annabel.fraser@contoso.example
Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	8 Aug 2024	carl.ashworth@contoso.example
Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	10 Sep 2023	annabel.fraser@contoso.example
Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	24 Aug 2023	annabel.fraser@contoso.example
Payroll/Photos 2020-02.zip	Clients / Documents	1.3 GB	5 Oct 2024	carl.ashworth@contoso.example
Scans/Scans archive.zip	Finance / Documents	1.3 GB	12 Jun 2024	carl.ashworth@contoso.example
Year end/Year end export.pst	Clients / Documents	1.3 GB	25 Nov 2023	annabel.fraser@contoso.example

File	Location	Size	Last change	Changed by
Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	2 Dec 2023	carl.ashworth@contoso.example
Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	17 Jun 2023	annabel.fraser@contoso.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	12 Sep 2024	carl.ashworth@contoso.example
Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	22 Dec 2022	eve.lambert@contoso.example
Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	29 Mar 2023	annabel.fraser@contoso.example
Projects/Photos 2020-02.zip	Finance / Documents	1.1 GB	12 Apr 2023	carol.bennett@contoso.example
Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	28 May 2024	carl.ashworth@contoso.example
Scans/Scans archive.zip	Operations / Documents	1.1 GB	12 Jun 2024	eve.lambert@contoso.example
Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	23 Nov 2022	annabel.fraser@contoso.example
Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	14 Feb 2024	carl.ashworth@contoso.example
Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	12 Sep 2024	annabel.fraser@contoso.example
Projects/Export 2024-12.zip	Staff Intranet / Documents	1014.9 MB	21 Feb 2023	annabel.fraser@contoso.example
Projects/Projects export.pst	Marketing / Documents	1014.9 MB	25 Nov 2023	carl.ashworth@contoso.example
Archive/Export 2022-04.zip	Finance / Documents	1011.5 MB	29 Jul 2023	carol.bennett@contoso.example
Projects/Export 2020-08.zip	Marketing / Documents	1005.0 MB	11 Nov 2023	eve.lambert@contoso.example
Archive/Photos 2024-06.zip	Operations / Documents	996.8 MB	15 Jan 2023	carl.ashworth@contoso.example
Projects/Recording 2023-11.mp4	Staff Intranet / Documents	962.2 MB	25 Nov 2023	annabel.fraser@contoso.example
Projects/Recording 2019-07.mp4	Marketing / Documents	939.1 MB	22 Sep 2024	eve.lambert@contoso.example
Archive/Scans 2023-05.zip	Operations / Documents	921.6 MB	29 May 2023	annabel.fraser@contoso.example
Archive/Recording 2021-03.mp4	Finance / Documents	921.5 MB	25 Sep 2024	carol.bennett@contoso.example
Templates/Templates archive.zip	Marketing / Documents	877.9 MB	12 Jun 2024	carl.ashworth@contoso.example
Archive/Recording 2023-11.mp4	Marketing / Documents	874.3 MB	12 Jul 2023	annabel.fraser@contoso.example
Archive/Export 2022-04.zip	Operations / Documents	846.4 MB	20 Jan 2024	carl.ashworth@contoso.example

File	Location	Size	Last change	Changed by
Archive/Photos 2022-10.zip	Marketing / Documents	826.4 MB	23 Feb 2024	annabel.fraser@contoso.example
Projects/Projects export.pst	Staff Intranet / Documents	811.9 MB	25 Nov 2023	carl.ashworth@contoso.example
Projects/Scans 2023-05.zip	Marketing / Documents	807.3 MB	29 Feb 2024	carol.bennett@contoso.example
Templates/Export 2024-12.zip	Finance / Documents	800.9 MB	3 May 2024	carol.bennett@contoso.example
Archive/Scans 2021-09.zip	Marketing / Documents	778.5 MB	29 Sep 2024	annabel.fraser@contoso.example
Archive/Recording 2021-03.mp4	Operations / Documents	771.1 MB	6 Nov 2022	carl.ashworth@contoso.example
Year end/Photos 2020-02.zip	Clients / Documents	769.7 MB	15 Feb 2024	eve.lambert@contoso.example
Templates/Recording 2023-11.mp4	Finance / Documents	759.3 MB	10 Aug 2024	carl.ashworth@contoso.example
Projects/Export 2022-04.zip	Marketing / Documents	741.4 MB	23 May 2023	annabel.fraser@contoso.example
Archive/Export 2024-12.zip	Staff Intranet / Documents	737.8 MB	13 Feb 2024	annabel.fraser@contoso.example
Archive/Export 2020-08.zip	Marketing / Documents	730.6 MB	7 Aug 2024	eve.lambert@contoso.example
Templates/Photos 2022-10.zip	Finance / Documents	717.7 MB	15 Dec 2022	carol.bennett@contoso.example
Scans/Scans archive.zip	Marketing / Documents	703.2 MB	12 Jun 2024	carl.ashworth@contoso.example
Templates/Templates archive.zip	Staff Intranet / Documents	702.3 MB	12 Jun 2024	carol.bennett@contoso.example
Archive/Photos 2020-02.zip	Operations / Documents	695.9 MB	21 Jul 2024	carol.bennett@contoso.example
Year end/Scans 2019-01.zip	Clients / Documents	686.5 MB	16 Mar 2024	carol.bennett@contoso.example
Archive/Recording 2019-07.mp4	Marketing / Documents	682.7 MB	3 Nov 2023	carol.bennett@contoso.example
Archive/Photos 2022-10.zip	Staff Intranet / Documents	661.1 MB	4 May 2024	annabel.fraser@contoso.example
Projects/Scans 2023-05.zip	Staff Intranet / Documents	645.9 MB	23 Aug 2024	eve.lambert@contoso.example
Templates/Templates export.pst	Finance / Documents	640.7 MB	25 Nov 2023	carol.bennett@contoso.example
Templates/Recording 2023-11.mp4	Operations / Documents	635.4 MB	28 Nov 2022	carl.ashworth@contoso.example
Archive/Photos 2024-06.zip	Marketing / Documents	634.8 MB	24 Nov 2022	eve.lambert@contoso.example
Archive/Scans 2021-09.zip	Staff Intranet / Documents	622.8 MB	11 Oct 2023	carl.ashworth@contoso.example

File	Location	Size	Last change	Changed by
Archive/Scans 2019-01.zip	Operations / Documents	620.7 MB	16 Sep 2024	carl.ashworth@contoso.example
Templates/Photos 2022-10.zip	Operations / Documents	600.5 MB	25 Apr 2023	annabel.fraser@contoso.example
Templates/Recording 2019-07.mp4	Finance / Documents	592.9 MB	7 Aug 2023	carl.ashworth@contoso.example
Archive/Scans 2023-05.zip	Marketing / Documents	586.9 MB	22 Nov 2024	carol.bennett@contoso.example
Archive/Export 2020-08.zip	Staff Intranet / Documents	584.5 MB	25 Nov 2024	annabel.fraser@contoso.example
Templates/Scans 2021-09.zip	Operations / Documents	565.7 MB	18 Mar 2023	eve.lambert@contoso.example

Libraries 7 2 to review

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

Flag	Library	Size	Current files	Older versions	Files	Highest version	Last change
	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640	27 Nov 2026
	Finance / Documents	63.3 GB	58.5 GB	4.8 GB	70	640	27 Nov 2026
	Operations / Documents	52.9 GB	48.9 GB	4.0 GB	70	640	27 Nov 2026
	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	70	640	27 Nov 2026
	Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	27 Nov 2026
● Medium	Clients / Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	1	25 Oct 2025
● Medium	Finance / Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	1	25 Oct 2025

Largest items in recycle bins 9

From the sites with the fullest recycle bins. These leave on their own 93 days after deletion, or straight away when the bin is emptied.

Item	Site	Size	Deleted	Deleted from
Scanner exports 2022.zip	Clients	2.2 GB	17 Nov 2026	sites/clients/Shared Documents/Scans

Item	Site	Size	Deleted	Deleted from
Old camera images	Clients	1.2 GB	27 Oct 2026	sites/clients/Shared Documents/Images
Scanner exports 2022.zip	Finance	1.1 GB	17 Nov 2026	sites/finance/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Clients	614.4 MB	25 Nov 2026	sites/clients/Shared Documents/Rotas
Old camera images	Finance	614.4 MB	27 Oct 2026	sites/finance/Shared Documents/Images
Scanner exports 2022.zip	Operations	563.2 MB	17 Nov 2026	sites/operations/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Finance	307.2 MB	25 Nov 2026	sites/finance/Shared Documents/Rotas
Old camera images	Operations	307.2 MB	27 Oct 2026	sites/operations/Shared Documents/Images
Copy of Copy of Rota.xlsx	Operations	153.6 MB	25 Nov 2026	sites/operations/Shared Documents/Rotas

OneDrives nearly full 1

1 to review

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

Flag	Person	Used	Quota	Share used	Recycle bin	Older versions
Medium	annabel.fraser@contoso.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	annabel.fraser@contoso.example	50.0 GB	10.0 GB	19 Nov 2026

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

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 04:00 UTC.