

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
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. Largest files: 5 of 100 rows, Location is Marketing / Documents. Libraries: 7 of 7 rows, 1 column hidden. The headline figures cover every row.

Storage used

28%

337.1 GB of 1.18 TB
(estimated)

Free space

866.9 GB

10.3 GB a month; years of
room left

Older versions

24.1 GB

7% of storage

Recycle bins

7.0 GB

Freed when emptied



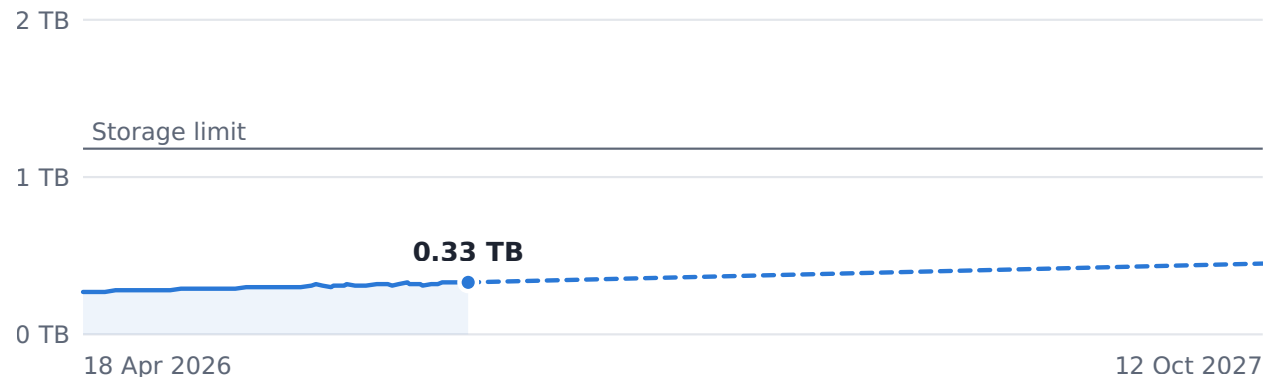
Untouched for 2 years

181.4 GB

180 files



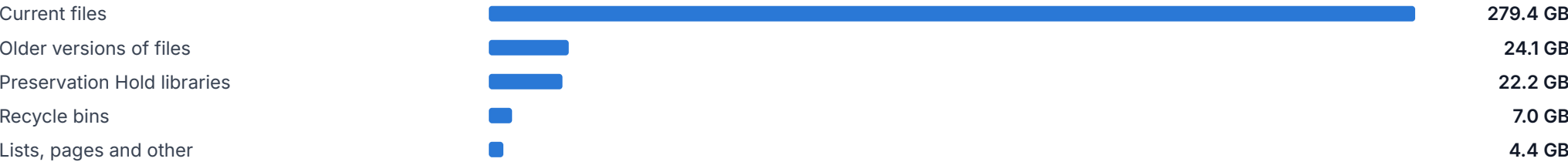
Storage over time, and where it's heading at the last 30 days' rate



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

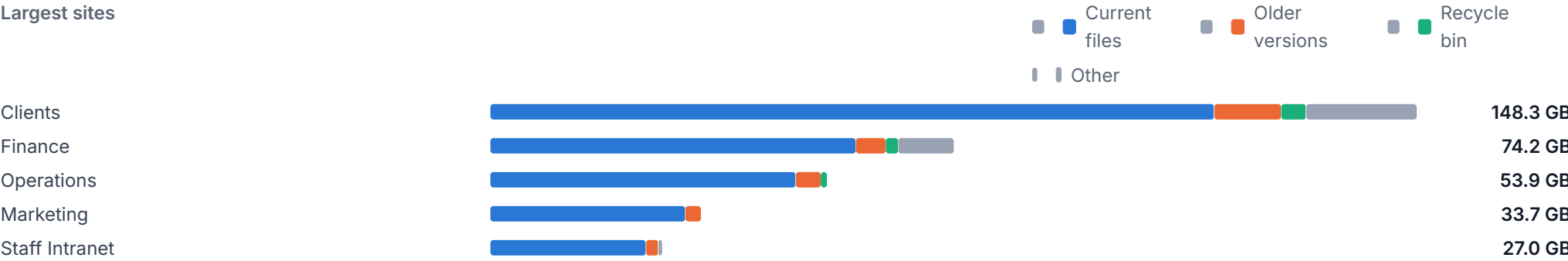


Part	Size	Share of storage	How to free it
Current files	279.4 GB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Older versions of files	24.1 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Preservation 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



Site	Storage used	Current files	Older versions	Recycle bin	Untouched 2+ years	Site limit	Last change
Clients	148.3 GB	115.9 GB	10.7 GB	4.0 GB	75.5 GB	Tenant storage	10 Oct 2026
Finance	74.2 GB	58.5 GB	4.8 GB	2.0 GB	38.4 GB	Tenant storage	10 Oct 2026
Operations	53.9 GB	48.9 GB	4.0 GB	1.0 GB	30.5 GB	Tenant storage	10 Oct 2026
Marketing	33.7 GB	31.2 GB	2.5 GB	0 bytes	20.9 GB	Tenant storage	10 Oct 2026
Staff Intranet	27.0 GB	24.9 GB	2.0 GB	0 bytes	16.0 GB	Tenant storage	10 Oct 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 5

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Marketing / Documents	2.5 GB	None	1	25 Apr 2024	carol.bennett@contoso.example
Projects/Export 2024-12.zip	Marketing / Documents	1.2 GB	88.8 MB	3	13 Oct 2025	carol.bennett@contoso.example
Projects/Recording 2023-11.mp4	Marketing / Documents	1.2 GB	84.2 MB	2	1 Oct 2025	eve.lambert@contoso.example
Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	79.6 MB	6	10 Apr 2024	carl.ashworth@contoso.example
Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	75.0 MB	5	26 Jul 2024	annabel.fraser@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	10 Oct 2026
Payroll/Payroll tracker.xlsx	Clients / Documents	1003.2 MB	8.0 MB	640	10 Oct 2026
Archive/Archive tracker.xlsx	Finance / Documents	623.3 MB	8.0 MB	640	10 Oct 2026
Engagement letters/Engagement letters planner.docx	Clients / Documents	622.3 MB	8.9 MB	212	7 Oct 2026
Archive/Archive tracker.xlsx	Operations / Documents	520.2 MB	8.0 MB	640	10 Oct 2026
Payroll/Payroll planner.docx	Clients / Documents	497.6 MB	8.0 MB	212	7 Oct 2026
Client files/Export 2024-12.zip	Clients / Documents	333.3 MB	4.3 GB	3	20 Jun 2024
Archive/Archive tracker.xlsx	Marketing / Documents	328.4 MB	8.0 MB	640	10 Oct 2026
Client files/Recording 2023-11.mp4	Clients / Documents	316.0 MB	4.1 GB	2	15 Sep 2026
Archive/Archive planner.docx	Finance / Documents	307.6 MB	8.0 MB	212	7 Oct 2026

File	Location	Older versions	Current size	Version	Last change
Client files/Photos 2022-10.zip	Clients / Documents	298.7 MB	3.9 GB	6	6 Aug 2026
Client files/Scans 2021-09.zip	Clients / Documents	281.4 MB	3.7 GB	5	12 Jan 2025
Client files/Export 2020-08.zip	Clients / Documents	264.1 MB	3.4 GB	4	24 Apr 2026
Archive/Archive tracker.xlsx	Staff Intranet / Documents	261.1 MB	8.0 MB	640	10 Oct 2026
Archive/Archive planner.docx	Operations / Documents	256.1 MB	8.0 MB	212	7 Oct 2026
Client files/Recording 2019-07.mp4	Clients / Documents	246.7 MB	3.2 GB	3	26 May 2024
Engagement letters/Export 2024-12.zip	Clients / Documents	242.3 MB	3.1 GB	3	4 Feb 2025
Engagement letters/Recording 2023-11.mp4	Clients / Documents	229.7 MB	3.0 GB	2	4 Nov 2023
Client files/Photos 2024-06.zip	Clients / Documents	229.4 MB	3.0 GB	2	12 Nov 2023
Engagement letters/Photos 2022-10.zip	Clients / Documents	217.1 MB	2.8 GB	6	8 Jun 2026
Client files/Scans 2023-05.zip	Clients / Documents	212.1 MB	2.8 GB	6	18 Feb 2024
Engagement letters/Scans 2021-09.zip	Clients / Documents	204.5 MB	2.7 GB	5	1 Dec 2022
Shared/Shared tracker.xlsx	Finance / Documents	204.4 MB	8.0 MB	640	10 Oct 2026
Client files/Export 2022-04.zip	Clients / Documents	194.8 MB	2.5 GB	5	12 Jun 2025
Payroll/Export 2024-12.zip	Clients / Documents	194.1 MB	2.5 GB	3	18 Sep 2023
Engagement letters/Export 2020-08.zip	Clients / Documents	192.0 MB	2.5 GB	4	9 Jun 2023
Payroll/Recording 2023-11.mp4	Clients / Documents	184.0 MB	2.4 GB	2	19 Nov 2024
Engagement letters/Recording 2019-07.mp4	Clients / Documents	179.4 MB	2.3 GB	3	15 Apr 2024
Client files/Recording 2021-03.mp4	Clients / Documents	177.5 MB	2.3 GB	4	2 Aug 2025
Payroll/Photos 2022-10.zip	Clients / Documents	173.9 MB	2.3 GB	6	17 Feb 2026
Shared/Shared tracker.xlsx	Operations / Documents	169.7 MB	8.0 MB	640	10 Oct 2026
Engagement letters/Photos 2024-06.zip	Clients / Documents	166.8 MB	2.2 GB	2	29 Mar 2023
Projects/Export 2024-12.zip	Finance / Documents	166.7 MB	2.2 GB	3	24 Dec 2022

File	Location	Older versions	Current size	Version	Last change
Payroll/Scans 2021-09.zip	Clients / Documents	163.8 MB	2.1 GB	5	18 Oct 2023
Archive/Archive planner.docx	Marketing / Documents	160.2 MB	8.0 MB	212	7 Oct 2026
Client files/Photos 2020-02.zip	Clients / Documents	160.2 MB	2.1 GB	3	5 Jun 2024
Projects/Recording 2023-11.mp4	Finance / Documents	158.0 MB	2.0 GB	2	10 Apr 2024
Engagement letters/Scans 2023-05.zip	Clients / Documents	154.2 MB	2.0 GB	6	17 Dec 2025
Payroll/Export 2020-08.zip	Clients / Documents	153.7 MB	2.0 GB	4	12 Jan 2024
Projects/Photos 2022-10.zip	Finance / Documents	149.3 MB	1.9 GB	6	22 Aug 2024
Payroll/Recording 2019-07.mp4	Clients / Documents	143.7 MB	1.9 GB	3	17 May 2024
Client files/Scans 2019-01.zip	Clients / Documents	142.9 MB	1.9 GB	2	18 Jul 2023
Engagement letters/Export 2022-04.zip	Clients / Documents	141.6 MB	1.8 GB	5	14 Sep 2023
Projects/Scans 2021-09.zip	Finance / Documents	140.7 MB	1.8 GB	5	9 May 2026
Projects/Export 2024-12.zip	Operations / Documents	139.5 MB	1.8 GB	3	16 Jun 2024
Payroll/Photos 2024-06.zip	Clients / Documents	133.6 MB	1.7 GB	2	21 Apr 2024
Projects/Recording 2023-11.mp4	Operations / Documents	132.2 MB	1.7 GB	2	7 Nov 2024
Projects/Export 2020-08.zip	Finance / Documents	132.0 MB	1.7 GB	4	20 Oct 2025
Engagement letters/Recording 2021-03.mp4	Clients / Documents	129.0 MB	1.7 GB	4	6 Jul 2023
Archive/Archive planner.docx	Staff Intranet / Documents	126.5 MB	8.0 MB	212	7 Oct 2026
Projects/Photos 2022-10.zip	Operations / Documents	125.0 MB	1.6 GB	6	26 Feb 2026
Payroll/Scans 2023-05.zip	Clients / Documents	123.5 MB	1.6 GB	6	9 Oct 2024
Projects/Recording 2019-07.mp4	Finance / Documents	123.4 MB	1.6 GB	3	15 Mar 2026
Archive/Export 2024-12.zip	Finance / Documents	121.1 MB	1.6 GB	3	11 Apr 2023
Projects/Scans 2021-09.zip	Operations / Documents	117.7 MB	1.5 GB	5	2 May 2025
Engagement letters/Photos 2020-02.zip	Clients / Documents	116.4 MB	1.5 GB	3	22 Jul 2026

File	Location	Older versions	Current size	Version	Last change
Archive/Recording 2023-11.mp4	Finance / Documents	114.9 MB	1.5 GB	2	19 Apr 2026
Projects/Photos 2024-06.zip	Finance / Documents	114.7 MB	1.5 GB	2	4 Dec 2024
Payroll/Export 2022-04.zip	Clients / Documents	113.4 MB	1.5 GB	5	4 Sep 2025
Year end/Export 2024-12.zip	Clients / Documents	112.1 MB	1.5 GB	3	21 Jun 2025
Projects/Export 2020-08.zip	Operations / Documents	110.5 MB	1.4 GB	4	7 Apr 2023
Archive/Photos 2022-10.zip	Finance / Documents	108.6 MB	1.4 GB	6	17 Sep 2022
Year end/Recording 2023-11.mp4	Clients / Documents	106.3 MB	1.4 GB	2	26 Dec 2025
Projects/Scans 2023-05.zip	Finance / Documents	106.1 MB	1.4 GB	6	27 Dec 2024
Shared/Shared tracker.xlsx	Marketing / Documents	105.2 MB	8.0 MB	640	10 Oct 2026
Engagement letters/Scans 2019-01.zip	Clients / Documents	103.8 MB	1.3 GB	2	22 Mar 2025
Payroll/Recording 2021-03.mp4	Clients / Documents	103.3 MB	1.3 GB	4	18 Jul 2024
Projects/Recording 2019-07.mp4	Operations / Documents	103.2 MB	1.3 GB	3	10 May 2023
Archive/Scans 2021-09.zip	Finance / Documents	102.3 MB	1.3 GB	5	1 Dec 2025
Archive/Export 2024-12.zip	Operations / Documents	101.4 MB	1.3 GB	3	18 Jun 2024
Year end/Photos 2022-10.zip	Clients / Documents	100.5 MB	1.3 GB	6	22 Sep 2022
Shared/Shared planner.docx	Finance / Documents	98.2 MB	8.0 MB	212	7 Oct 2026
Projects/Export 2022-04.zip	Finance / Documents	97.4 MB	1.3 GB	5	13 Nov 2022
Archive/Recording 2023-11.mp4	Operations / Documents	96.1 MB	1.2 GB	2	7 Jan 2026
Projects/Photos 2024-06.zip	Operations / Documents	96.0 MB	1.2 GB	2	21 Jun 2024
Archive/Export 2020-08.zip	Finance / Documents	96.0 MB	1.2 GB	4	24 Jul 2023
Year end/Scans 2021-09.zip	Clients / Documents	94.7 MB	1.2 GB	5	7 Jul 2023
Payroll/Photos 2020-02.zip	Clients / Documents	93.3 MB	1.2 GB	3	18 Aug 2024
Archive/Photos 2022-10.zip	Operations / Documents	90.8 MB	1.2 GB	6	9 Jun 2026

File	Location	Older versions	Current size	Version	Last change
Archive/Recording 2019-07.mp4	Finance / Documents	89.7 MB	1.2 GB	3	26 Dec 2025
Year end/Export 2020-08.zip	Clients / Documents	88.8 MB	1.2 GB	4	21 Mar 2026
Projects/Export 2024-12.zip	Marketing / Documents	88.8 MB	1.2 GB	3	13 Oct 2025
Projects/Scans 2023-05.zip	Operations / Documents	88.7 MB	1.2 GB	6	23 Oct 2024
Projects/Recording 2021-03.mp4	Finance / Documents	88.7 MB	1.2 GB	4	15 Oct 2023
Archive/Scans 2021-09.zip	Operations / Documents	85.6 MB	1.1 GB	5	8 Mar 2025
Projects/Recording 2023-11.mp4	Marketing / Documents	84.2 MB	1.1 GB	2	1 Oct 2025
Archive/Photos 2024-06.zip	Finance / Documents	83.4 MB	1.1 GB	2	30 Apr 2023
Payroll/Scans 2019-01.zip	Clients / Documents	83.2 MB	1.1 GB	2	26 Jul 2024
Year end/Recording 2019-07.mp4	Clients / Documents	83.0 MB	1.1 GB	3	4 Nov 2022
Shared/Shared tracker.xlsx	Staff Intranet / Documents	82.5 MB	8.0 MB	640	10 Oct 2026
Projects/Export 2022-04.zip	Operations / Documents	81.5 MB	1.1 GB	5	15 Oct 2024
Shared/Shared planner.docx	Operations / Documents	80.8 MB	8.0 MB	212	7 Oct 2026
Archive/Export 2020-08.zip	Operations / Documents	80.3 MB	1.0 GB	4	9 Feb 2023
Projects/Photos 2020-02.zip	Finance / Documents	80.1 MB	1.0 GB	3	23 Feb 2023
Projects/Photos 2022-10.zip	Marketing / Documents	79.6 MB	1.0 GB	6	10 Apr 2024
Year end/Photos 2024-06.zip	Clients / Documents	77.2 MB	1.0 GB	2	27 Jun 2026
Archive/Scans 2023-05.zip	Finance / Documents	77.1 MB	1.0 GB	6	6 Oct 2022
Archive/Recording 2019-07.mp4	Operations / Documents	75.0 MB	997.0 MB	3	28 Dec 2023
Projects/Scans 2021-09.zip	Marketing / Documents	75.0 MB	996.0 MB	5	26 Jul 2024
Projects/Recording 2021-03.mp4	Operations / Documents	74.3 MB	986.5 MB	4	25 Jan 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	25 Apr 2024	carol.bennett@contoso.example
Projects/Projects archive.zip	Finance / Documents	4.8 GB	25 Apr 2024	annabel.fraser@contoso.example
Client files/Export 2024-12.zip	Clients / Documents	4.7 GB	20 Jun 2024	carol.bennett@contoso.example
Projects/Projects archive.zip	Operations / Documents	4.0 GB	25 Apr 2024	carol.bennett@contoso.example
Client files/Client files export.pst	Clients / Documents	3.7 GB	8 Oct 2023	annabel.fraser@contoso.example
Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	26 May 2024	eve.lambert@contoso.example
Year end/Year end archive.zip	Clients / Documents	3.2 GB	25 Apr 2024	carl.ashworth@contoso.example
Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	4 Nov 2023	eve.lambert@contoso.example
Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	12 Nov 2023	annabel.fraser@contoso.example
Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	18 Feb 2024	carol.bennett@contoso.example
Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	1 Dec 2022	carol.bennett@contoso.example
Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	18 Sep 2023	annabel.fraser@contoso.example
Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	9 Jun 2023	eve.lambert@contoso.example
Projects/Projects archive.zip	Marketing / Documents	2.5 GB	25 Apr 2024	carol.bennett@contoso.example
Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	15 Apr 2024	annabel.fraser@contoso.example
Engagement letters/Photos 2024-06.zip	Clients / Documents	2.3 GB	29 Mar 2023	carl.ashworth@contoso.example
Projects/Export 2024-12.zip	Finance / Documents	2.3 GB	24 Dec 2022	carl.ashworth@contoso.example
Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	18 Oct 2023	eve.lambert@contoso.example
Client files/Photos 2020-02.zip	Clients / Documents	2.2 GB	5 Jun 2024	carol.bennett@contoso.example
Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	10 Apr 2024	annabel.fraser@contoso.example

File	Location	Size	Last change	Changed by
Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	12 Jan 2024	annabel.fraser@contoso.example
Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	22 Aug 2024	eve.lambert@contoso.example
Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	25 Apr 2024	eve.lambert@contoso.example
Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	17 May 2024	eve.lambert@contoso.example
Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	18 Jul 2023	annabel.fraser@contoso.example
Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	14 Sep 2023	annabel.fraser@contoso.example
Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	16 Jun 2024	carl.ashworth@contoso.example
Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	21 Apr 2024	annabel.fraser@contoso.example
Projects/Projects export.pst	Finance / Documents	1.9 GB	8 Oct 2023	carol.bennett@contoso.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	6 Jul 2023	eve.lambert@contoso.example
Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	9 Oct 2024	annabel.fraser@contoso.example
Archive/Export 2024-12.zip	Finance / Documents	1.7 GB	11 Apr 2023	carol.bennett@contoso.example
Templates/Templates archive.zip	Finance / Documents	1.6 GB	25 Apr 2024	annabel.fraser@contoso.example
Projects/Projects export.pst	Operations / Documents	1.6 GB	8 Oct 2023	annabel.fraser@contoso.example
Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	7 Apr 2023	annabel.fraser@contoso.example
Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	17 Sep 2022	annabel.fraser@contoso.example
Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	18 Jul 2024	annabel.fraser@contoso.example
Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	10 May 2023	eve.lambert@contoso.example
Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	18 Jun 2024	carol.bennett@contoso.example
Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	22 Sep 2022	carol.bennett@contoso.example
Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	13 Nov 2022	eve.lambert@contoso.example
Templates/Templates archive.zip	Operations / Documents	1.3 GB	25 Apr 2024	annabel.fraser@contoso.example
Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	21 Jun 2024	carl.ashworth@contoso.example

File	Location	Size	Last change	Changed by
Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	24 Jul 2023	annabel.fraser@contoso.example
Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	7 Jul 2023	annabel.fraser@contoso.example
Payroll/Photos 2020-02.zip	Clients / Documents	1.3 GB	18 Aug 2024	carl.ashworth@contoso.example
Scans/Scans archive.zip	Finance / Documents	1.3 GB	25 Apr 2024	carl.ashworth@contoso.example
Year end/Year end export.pst	Clients / Documents	1.3 GB	8 Oct 2023	annabel.fraser@contoso.example
Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	15 Oct 2023	carl.ashworth@contoso.example
Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	30 Apr 2023	annabel.fraser@contoso.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	26 Jul 2024	carl.ashworth@contoso.example
Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	4 Nov 2022	eve.lambert@contoso.example
Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	9 Feb 2023	annabel.fraser@contoso.example
Projects/Photos 2020-02.zip	Finance / Documents	1.1 GB	23 Feb 2023	carol.bennett@contoso.example
Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	10 Apr 2024	carl.ashworth@contoso.example
Scans/Scans archive.zip	Operations / Documents	1.1 GB	25 Apr 2024	eve.lambert@contoso.example
Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	6 Oct 2022	annabel.fraser@contoso.example
Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	28 Dec 2023	carl.ashworth@contoso.example
Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	26 Jul 2024	annabel.fraser@contoso.example
Projects/Export 2024-12.zip	Staff Intranet / Documents	1014.9 MB	4 Jan 2023	annabel.fraser@contoso.example
Projects/Projects export.pst	Marketing / Documents	1014.9 MB	8 Oct 2023	carl.ashworth@contoso.example
Archive/Export 2022-04.zip	Finance / Documents	1011.5 MB	11 Jun 2023	carol.bennett@contoso.example
Projects/Export 2020-08.zip	Marketing / Documents	1005.0 MB	24 Sep 2023	eve.lambert@contoso.example
Archive/Photos 2024-06.zip	Operations / Documents	996.8 MB	28 Nov 2022	carl.ashworth@contoso.example
Projects/Recording 2023-11.mp4	Staff Intranet / Documents	962.2 MB	8 Oct 2023	annabel.fraser@contoso.example
Projects/Recording 2019-07.mp4	Marketing / Documents	939.1 MB	5 Aug 2024	eve.lambert@contoso.example

File	Location	Size	Last change	Changed by
Archive/Scans 2023-05.zip	Operations / Documents	921.6 MB	11 Apr 2023	annabel.fraser@contoso.example
Archive/Recording 2021-03.mp4	Finance / Documents	921.5 MB	8 Aug 2024	carol.bennett@contoso.example
Templates/Templates archive.zip	Marketing / Documents	877.9 MB	25 Apr 2024	carl.ashworth@contoso.example
Archive/Recording 2023-11.mp4	Marketing / Documents	874.3 MB	25 May 2023	annabel.fraser@contoso.example
Archive/Export 2022-04.zip	Operations / Documents	846.4 MB	3 Dec 2023	carl.ashworth@contoso.example
Archive/Photos 2022-10.zip	Marketing / Documents	826.4 MB	6 Jan 2024	annabel.fraser@contoso.example
Projects/Projects export.pst	Staff Intranet / Documents	811.9 MB	8 Oct 2023	carl.ashworth@contoso.example
Projects/Scans 2023-05.zip	Marketing / Documents	807.3 MB	12 Jan 2024	carol.bennett@contoso.example
Templates/Export 2024-12.zip	Finance / Documents	800.9 MB	16 Mar 2024	carol.bennett@contoso.example
Archive/Scans 2021-09.zip	Marketing / Documents	778.5 MB	12 Aug 2024	annabel.fraser@contoso.example
Archive/Recording 2021-03.mp4	Operations / Documents	771.1 MB	19 Sep 2022	carl.ashworth@contoso.example
Year end/Photos 2020-02.zip	Clients / Documents	769.7 MB	29 Dec 2023	eve.lambert@contoso.example
Templates/Recording 2023-11.mp4	Finance / Documents	759.3 MB	23 Jun 2024	carl.ashworth@contoso.example
Projects/Export 2022-04.zip	Marketing / Documents	741.4 MB	5 Apr 2023	annabel.fraser@contoso.example
Archive/Export 2024-12.zip	Staff Intranet / Documents	737.8 MB	27 Dec 2023	annabel.fraser@contoso.example
Archive/Export 2020-08.zip	Marketing / Documents	730.6 MB	20 Jun 2024	eve.lambert@contoso.example
Templates/Photos 2022-10.zip	Finance / Documents	717.7 MB	28 Oct 2022	carol.bennett@contoso.example
Scans/Scans archive.zip	Marketing / Documents	703.2 MB	25 Apr 2024	carl.ashworth@contoso.example
Templates/Templates archive.zip	Staff Intranet / Documents	702.3 MB	25 Apr 2024	carol.bennett@contoso.example
Archive/Photos 2020-02.zip	Operations / Documents	695.9 MB	3 Jun 2024	carol.bennett@contoso.example
Year end/Scans 2019-01.zip	Clients / Documents	686.5 MB	28 Jan 2024	carol.bennett@contoso.example
Archive/Recording 2019-07.mp4	Marketing / Documents	682.7 MB	16 Sep 2023	carol.bennett@contoso.example
Archive/Photos 2022-10.zip	Staff Intranet / Documents	661.1 MB	17 Mar 2024	annabel.fraser@contoso.example

File	Location	Size	Last change	Changed by
Projects/Scans 2023-05.zip	Staff Intranet / Documents	645.9 MB	6 Jul 2024	eve.lambert@contoso.example
Templates/Templates export.pst	Finance / Documents	640.7 MB	8 Oct 2023	carol.bennett@contoso.example
Templates/Recording 2023-11.mp4	Operations / Documents	635.4 MB	11 Oct 2022	carl.ashworth@contoso.example
Archive/Photos 2024-06.zip	Marketing / Documents	634.8 MB	7 Oct 2022	eve.lambert@contoso.example
Archive/Scans 2021-09.zip	Staff Intranet / Documents	622.8 MB	24 Aug 2023	carl.ashworth@contoso.example
Archive/Scans 2019-01.zip	Operations / Documents	620.7 MB	30 Jul 2024	carl.ashworth@contoso.example
Templates/Photos 2022-10.zip	Operations / Documents	600.5 MB	8 Mar 2023	annabel.fraser@contoso.example
Templates/Recording 2019-07.mp4	Finance / Documents	592.9 MB	20 Jun 2023	carl.ashworth@contoso.example
Archive/Scans 2023-05.zip	Marketing / Documents	586.9 MB	5 Oct 2024	carol.bennett@contoso.example
Archive/Export 2020-08.zip	Staff Intranet / Documents	584.5 MB	8 Oct 2024	annabel.fraser@contoso.example
Templates/Scans 2021-09.zip	Operations / Documents	565.7 MB	29 Jan 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	Size	Current files	Older versions	Files	Highest version	Last change
	126.5 GB	115.9 GB	10.7 GB	56	640	10 Oct 2026
	63.3 GB	58.5 GB	4.8 GB	70	640	10 Oct 2026
	52.9 GB	48.9 GB	4.0 GB	70	640	10 Oct 2026
	33.7 GB	31.2 GB	2.5 GB	70	640	10 Oct 2026
	27.0 GB	24.9 GB	2.0 GB	70	640	10 Oct 2026
● Medium	14.8 GB	14.8 GB	0 bytes	2	1	7 Sep 2025
● Medium	7.4 GB	7.4 GB	0 bytes	2	1	7 Sep 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	30 Sep 2026	sites/clients/Shared Documents/Scans
Old camera images	Clients	1.2 GB	9 Sep 2026	sites/clients/Shared Documents/Images
Scanner exports 2022.zip	Finance	1.1 GB	30 Sep 2026	sites/finance/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Clients	614.4 MB	8 Oct 2026	sites/clients/Shared Documents/Rotas
Old camera images	Finance	614.4 MB	9 Sep 2026	sites/finance/Shared Documents/Images
Scanner exports 2022.zip	Operations	563.2 MB	30 Sep 2026	sites/operations/Shared Documents/Scans
Copy of Copy of Rota.xlsx	Finance	307.2 MB	8 Oct 2026	sites/finance/Shared Documents/Rotas
Old camera images	Operations	307.2 MB	9 Sep 2026	sites/operations/Shared Documents/Images
Copy of Copy of Rota.xlsx	Operations	153.6 MB	8 Oct 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	2 Oct 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 12 Oct 2026, 06:36 UTC.