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.** Largest files untouched for 2 years: 10 of 100 rows, Location is Staff Intranet / 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

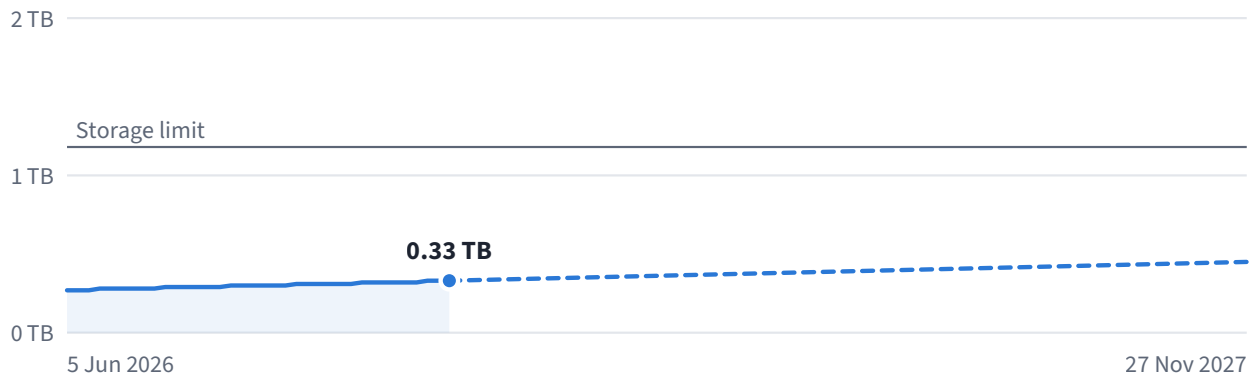
Recycle bins
**7.0 GB**
Freed when emptied



Untouched for 2 years
**181.4 GB**
180 files



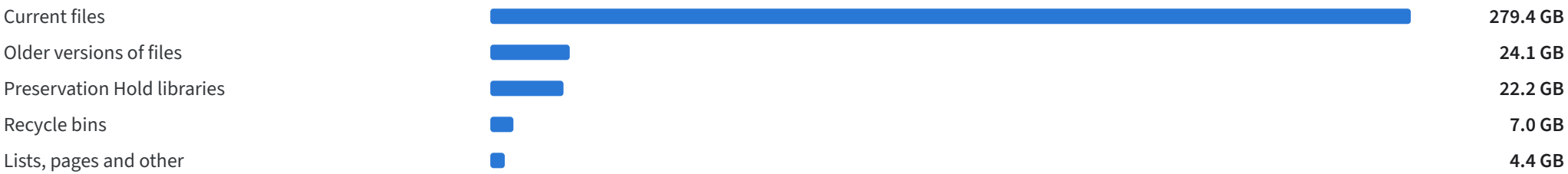
## Storage over time, and where it's heading at the last 30 days' rate




## 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



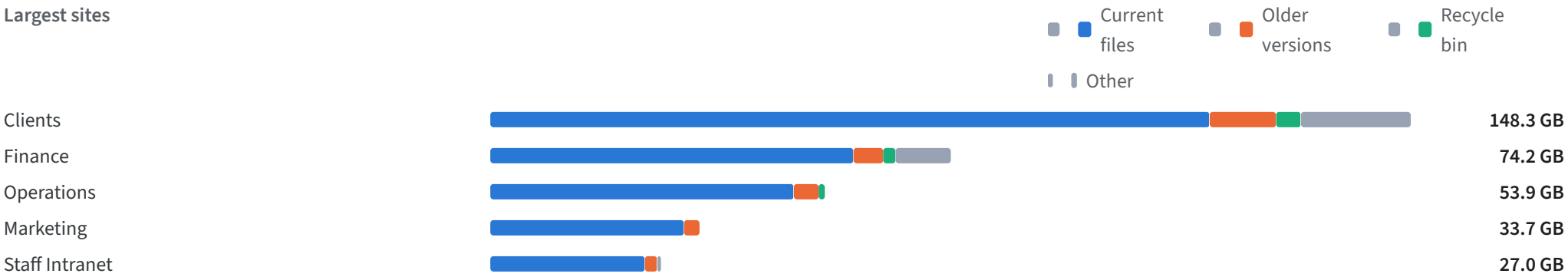

| Part | Size | Share of storage | How to free it |
|---|---|---|---|
| Current files | 279.4 GB | 83% | Archive or delete files nobody needs. See Largest files and Largest files untouched. |
| Older versions of files | 24.1 GB | 7% | Set a version limit (SharePoint admin centre, Settings, Version history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

| Part | Size | Share of storage | How to free it |
|---|---|---|---|
| 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 | 27 Nov 2026 |
| Finance | 74.2 GB | 58.5 GB | 4.8 GB | 2.0 GB | 38.4 GB | Tenant storage | 27 Nov 2026 |
| Operations | 53.9 GB | 48.9 GB | 4.0 GB | 1.0 GB | 30.5 GB | Tenant storage | 27 Nov 2026 |
| Marketing | 33.7 GB | 31.2 GB | 2.5 GB | 0 bytes | 20.9 GB | Tenant storage | 27 Nov 2026 |
| Staff Intranet | 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% |
| 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% |

| Folder | Location | Size | Files | Share of library |
|---|---|---|---|---|
| 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 100

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 |
| Contracts archive_v12.zip | Clients / Preservation Hold Library | 8.9 GB | None | 1 | 25 Oct 2025 | annabel.fraser@contoso.example |
| Board pack 2023_v8.pdf | Clients / Preservation Hold Library | 5.9 GB | None | 1 | 25 Oct 2025 | annabel.fraser@contoso.example |
| Projects/Projects archive.zip | Finance / Documents | 4.8 GB | None | 1 | 12 Jun 2024 | annabel.fraser@contoso.example |
| Client files/Export 2024-12.zip | Clients / Documents | 4.7 GB | 333.3 MB | 3 | 7 Aug 2024 | carol.bennett@contoso.example |
| Contracts archive_v12.zip | Finance / Preservation Hold Library | 4.4 GB | None | 1 | 25 Oct 2025 | annabel.fraser@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 |
| Projects/Projects archive.zip | Operations / Documents | 4.0 GB | None | 1 | 12 Jun 2024 | carol.bennett@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 |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| 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 |
| Board pack 2023_v8.pdf | Finance / Preservation Hold Library | 3.0 GB | None | 1 | 25 Oct 2025 | annabel.fraser@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 |
| Projects/Projects archive.zip | Marketing / Documents | 2.5 GB | None | 1 | 12 Jun 2024 | 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 |
| 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 |
| Projects/Export 2024-12.zip | Finance / Documents | 2.3 GB | 166.7 MB | 3 | 10 Feb 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 |
| Projects/Recording 2023-11.mp4 | Finance / Documents | 2.2 GB | 158.0 MB | 2 | 28 May 2024 | annabel.fraser@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 |
| Projects/Photos 2022-10.zip | Finance / Documents | 2.1 GB | 149.3 MB | 6 | 9 Oct 2024 | eve.lambert@contoso.example |
| Projects/Projects archive.zip | Staff Intranet / Documents | 2.0 GB | None | 1 | 12 Jun 2024 | eve.lambert@contoso.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| 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 |
| Projects/Scans 2021-09.zip | Finance / Documents | 2.0 GB | 140.7 MB | 5 | 26 Jun 2026 | annabel.fraser@contoso.example |
| Projects/Export 2024-12.zip | Operations / Documents | 1.9 GB | 139.5 MB | 3 | 3 Aug 2024 | carl.ashworth@contoso.example |
| Payroll/Photos 2024-06.zip | Clients / Documents | 1.9 GB | 133.6 MB | 2 | 8 Jun 2024 | annabel.fraser@contoso.example |
| Projects/Projects export.pst | Finance / Documents | 1.9 GB | None | 1 | 25 Nov 2023 | carol.bennett@contoso.example |
| Projects/Recording 2023-11.mp4 | Operations / Documents | 1.8 GB | 132.2 MB | 2 | 25 Dec 2024 | annabel.fraser@contoso.example |
| Projects/Export 2020-08.zip | Finance / Documents | 1.8 GB | 132.0 MB | 4 | 7 Dec 2025 | eve.lambert@contoso.example |
| Engagement letters/Recording 2021-03.mp4 | Clients / Documents | 1.8 GB | 129.0 MB | 4 | 23 Aug 2023 | eve.lambert@contoso.example |
| Projects/Photos 2022-10.zip | Operations / Documents | 1.7 GB | 125.0 MB | 6 | 15 Apr 2026 | annabel.fraser@contoso.example |
| Payroll/Scans 2023-05.zip | Clients / Documents | 1.7 GB | 123.5 MB | 6 | 26 Nov 2024 | annabel.fraser@contoso.example |
| Projects/Recording 2019-07.mp4 | Finance / Documents | 1.7 GB | 123.4 MB | 3 | 2 May 2026 | carol.bennett@contoso.example |
| Archive/Export 2024-12.zip | Finance / Documents | 1.7 GB | 121.1 MB | 3 | 29 May 2023 | carol.bennett@contoso.example |
| Projects/Scans 2021-09.zip | Operations / Documents | 1.6 GB | 117.7 MB | 5 | 19 Jun 2025 | eve.lambert@contoso.example |
| Engagement letters/Photos 2020-02.zip | Clients / Documents | 1.6 GB | 116.4 MB | 3 | 8 Sep 2026 | annabel.fraser@contoso.example |
| Templates/Templates archive.zip | Finance / Documents | 1.6 GB | None | 1 | 12 Jun 2024 | annabel.fraser@contoso.example |
| Archive/Recording 2023-11.mp4 | Finance / Documents | 1.6 GB | 114.9 MB | 2 | 6 Jun 2026 | annabel.fraser@contoso.example |
| Projects/Photos 2024-06.zip | Finance / Documents | 1.6 GB | 114.7 MB | 2 | 21 Jan 2025 | carl.ashworth@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 |
| Projects/Projects export.pst | Operations / Documents | 1.6 GB | None | 1 | 25 Nov 2023 | annabel.fraser@contoso.example |
| Projects/Export 2020-08.zip | Operations / Documents | 1.5 GB | 110.5 MB | 4 | 25 May 2023 | annabel.fraser@contoso.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| Archive/Photos 2022-10.zip | Finance / Documents | 1.5 GB | 108.6 MB | 6 | 4 Nov 2022 | 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 |
| Projects/Scans 2023-05.zip | Finance / Documents | 1.5 GB | 106.1 MB | 6 | 13 Feb 2025 | carl.ashworth@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 |
| Projects/Recording 2019-07.mp4 | Operations / Documents | 1.4 GB | 103.2 MB | 3 | 27 Jun 2023 | eve.lambert@contoso.example |
| Archive/Scans 2021-09.zip | Finance / Documents | 1.4 GB | 102.3 MB | 5 | 18 Jan 2026 | carol.bennett@contoso.example |
| Archive/Export 2024-12.zip | Operations / Documents | 1.4 GB | 101.4 MB | 3 | 5 Aug 2024 | carol.bennett@contoso.example |
| Year end/Photos 2022-10.zip | Clients / Documents | 1.4 GB | 100.5 MB | 6 | 9 Nov 2022 | carol.bennett@contoso.example |
| Projects/Export 2022-04.zip | Finance / Documents | 1.4 GB | 97.4 MB | 5 | 31 Dec 2022 | eve.lambert@contoso.example |
| Templates/Templates archive.zip | Operations / Documents | 1.3 GB | None | 1 | 12 Jun 2024 | annabel.fraser@contoso.example |
| Archive/Recording 2023-11.mp4 | Operations / Documents | 1.3 GB | 96.1 MB | 2 | 24 Feb 2026 | eve.lambert@contoso.example |
| Projects/Photos 2024-06.zip | Operations / Documents | 1.3 GB | 96.0 MB | 2 | 8 Aug 2024 | carl.ashworth@contoso.example |
| Archive/Export 2020-08.zip | Finance / Documents | 1.3 GB | 96.0 MB | 4 | 10 Sep 2023 | annabel.fraser@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 |
| Scans/Scans archive.zip | Finance / Documents | 1.3 GB | None | 1 | 12 Jun 2024 | carl.ashworth@contoso.example |
| Archive/Photos 2022-10.zip | Operations / Documents | 1.3 GB | 90.8 MB | 6 | 27 Jul 2026 | carl.ashworth@contoso.example |
| Year end/Year end export.pst | Clients / Documents | 1.3 GB | None | 1 | 25 Nov 2023 | annabel.fraser@contoso.example |
| Archive/Recording 2019-07.mp4 | Finance / Documents | 1.3 GB | 89.7 MB | 3 | 12 Feb 2026 | annabel.fraser@contoso.example |
| Year end/Export 2020-08.zip | Clients / Documents | 1.2 GB | 88.8 MB | 4 | 8 May 2026 | annabel.fraser@contoso.example |
| Projects/Export 2024-12.zip | Marketing / Documents | 1.2 GB | 88.8 MB | 3 | 30 Nov 2025 | carol.bennett@contoso.example |
| Projects/Scans 2023-05.zip | Operations / Documents | 1.2 GB | 88.7 MB | 6 | 10 Dec 2024 | carol.bennett@contoso.example |

| File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|
| Projects/Recording 2021-03.mp4 | Finance / Documents | 1.2 GB | 88.7 MB | 4 | 2 Dec 2023 | carl.ashworth@contoso.example |
| Engagement letters/Engagement letters tracker.xlsx | Clients / Documents | 1.2 GB | 1.2 GB | 640 | 27 Nov 2026 | carol.bennett@contoso.example |
| Archive/Scans 2021-09.zip | Operations / Documents | 1.2 GB | 85.6 MB | 5 | 25 Apr 2025 | carol.bennett@contoso.example |
| Projects/Recording 2023-11.mp4 | Marketing / Documents | 1.2 GB | 84.2 MB | 2 | 18 Nov 2025 | eve.lambert@contoso.example |
| Archive/Photos 2024-06.zip | Finance / Documents | 1.2 GB | 83.4 MB | 2 | 17 Jun 2023 | annabel.fraser@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 |
| Projects/Export 2022-04.zip | Operations / Documents | 1.1 GB | 81.5 MB | 5 | 2 Dec 2024 | annabel.fraser@contoso.example |
| Archive/Export 2020-08.zip | Operations / Documents | 1.1 GB | 80.3 MB | 4 | 29 Mar 2023 | annabel.fraser@contoso.example |
| Projects/Photos 2020-02.zip | Finance / Documents | 1.1 GB | 80.1 MB | 3 | 12 Apr 2023 | carol.bennett@contoso.example |
| Projects/Photos 2022-10.zip | Marketing / Documents | 1.1 GB | 79.6 MB | 6 | 28 May 2024 | carl.ashworth@contoso.example |
| Scans/Scans archive.zip | Operations / Documents | 1.1 GB | None | 1 | 12 Jun 2024 | 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 |
| Archive/Scans 2023-05.zip | Finance / Documents | 1.1 GB | 77.1 MB | 6 | 23 Nov 2022 | annabel.fraser@contoso.example |
| Archive/Recording 2019-07.mp4 | Operations / Documents | 1.0 GB | 75.0 MB | 3 | 14 Feb 2024 | carl.ashworth@contoso.example |
| Projects/Scans 2021-09.zip | Marketing / Documents | 1.0 GB | 75.0 MB | 5 | 12 Sep 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 | 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 |

| File | Location | Older versions | Current size | Version | Last change |
|---|---|---|---|---|---|
| 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 |
| 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 |

| File | Location | Older versions | Current size | Version | Last change |
|---|---|---|---|---|---|
| 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 |
| 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 |

| File | Location | Older versions | Current size | Version | Last change |
|---|---|---|---|---|---|
| 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 |
| 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 |

| File | Location | Older versions | Current size | Version | Last change |
|---|---|---|---|---|---|
| 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 |
| 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 |

| File | Location | Older versions | Current size | Version | Last change |
|---|---|---|---|---|---|
| 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 10

Candidates to archive or delete. Check with the site owner first.

| File | Location | Size | Last change | Changed by |
|---|---|---|---|---|
| Projects/Projects archive.zip | Staff Intranet / Documents | 2.0 GB | 12 Jun 2024 | eve.lambert@contoso.example |
| Projects/Export 2024-12.zip | Staff Intranet / Documents | 1014.9 MB | 21 Feb 2023 | annabel.fraser@contoso.example |
| Projects/Recording 2023-11.mp4 | Staff Intranet / Documents | 962.2 MB | 25 Nov 2023 | annabel.fraser@contoso.example |
| Projects/Projects export.pst | Staff Intranet / Documents | 811.9 MB | 25 Nov 2023 | carl.ashworth@contoso.example |
| Archive/Export 2024-12.zip | Staff Intranet / Documents | 737.8 MB | 13 Feb 2024 | annabel.fraser@contoso.example |
| Templates/Templates archive.zip | Staff Intranet / Documents | 702.3 MB | 12 Jun 2024 | 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 |
| Archive/Scans 2021-09.zip | Staff Intranet / Documents | 622.8 MB | 11 Oct 2023 | carl.ashworth@contoso.example |
| Archive/Export 2020-08.zip | Staff Intranet / Documents | 584.5 MB | 25 Nov 2024 | annabel.fraser@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 | Highest version | Last change |
|---|---|---|---|---|---|---|
| | Clients / Documents | 126.5 GB | 115.9 GB | 10.7 GB | 640 | 27 Nov 2026 |
| | Finance / Documents | 63.3 GB | 58.5 GB | 4.8 GB | 640 | 27 Nov 2026 |
| | Operations / Documents | 52.9 GB | 48.9 GB | 4.0 GB | 640 | 27 Nov 2026 |
| | Marketing / Documents | 33.7 GB | 31.2 GB | 2.5 GB | 640 | 27 Nov 2026 |
| | Staff Intranet / Documents | 27.0 GB | 24.9 GB | 2.0 GB | 640 | 27 Nov 2026 |
| Medium | Clients / Preservation Hold Library | 14.8 GB | 14.8 GB | 0 bytes | 1 | 25 Oct 2025 |
| Medium | Finance / Preservation Hold Library | 7.4 GB | 7.4 GB | 0 bytes | 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 |
| 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 |

| Item | Site | Size | Deleted | Deleted from |
|---|---|---|---|---|
| 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.