

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
13 Oct 2026

DATA COLLECTED  
13 Oct 2026, 04:00 UTC

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 folders: 5 of 24 rows, Location is Staff Intranet / Documents, 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



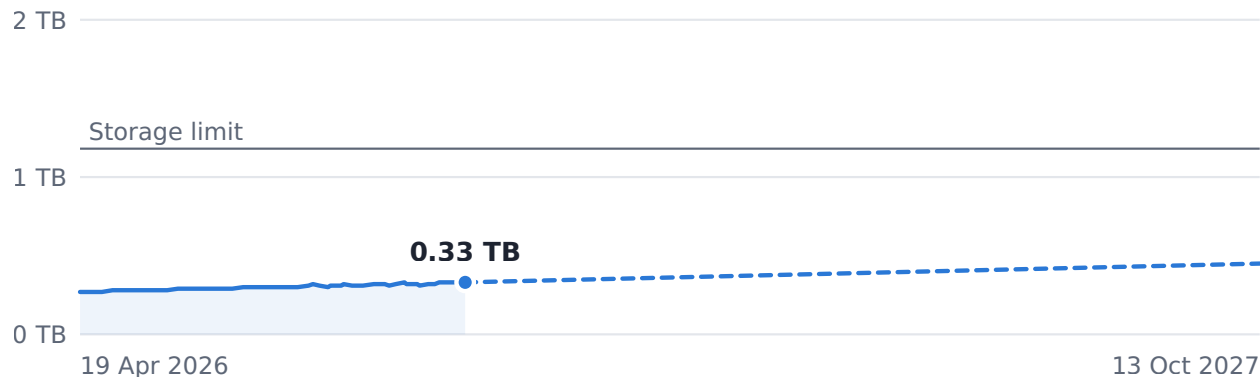
Untouched for 2 years

**181.4 GB**

180 files



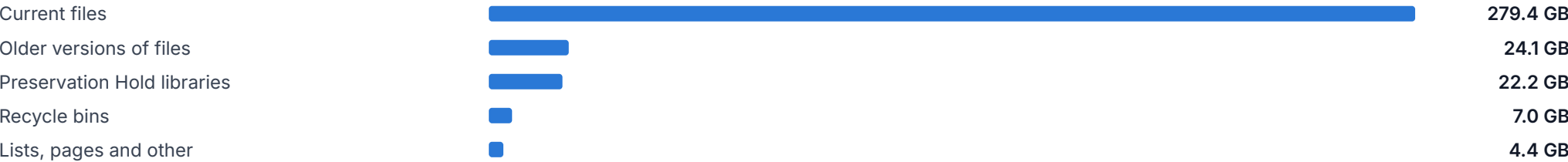
## Storage over time, and where it's heading at the last 30 days' rate



# 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

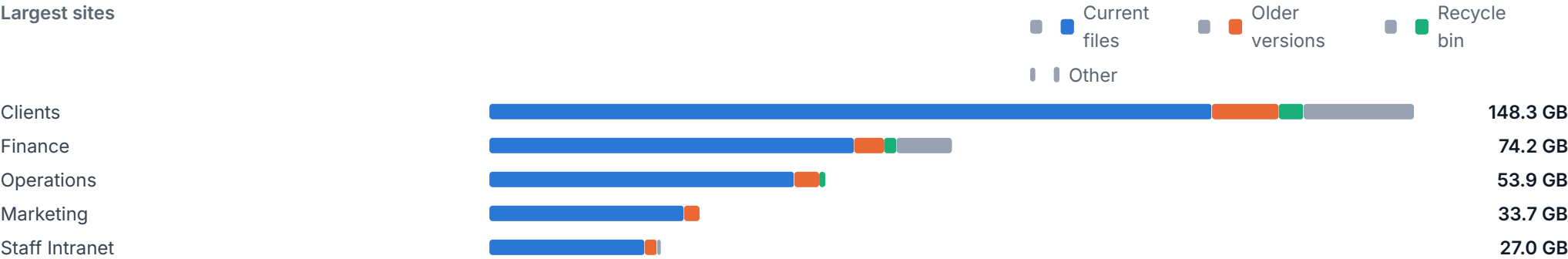


| Part                        | Size     | Share of storage | How to free it                                                                                         |
|-----------------------------|----------|------------------|--------------------------------------------------------------------------------------------------------|
| 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 | 11 Oct 2026 |
| Finance        | 74.2 GB      | 58.5 GB       | 4.8 GB         | 2.0 GB      | 38.4 GB            | Tenant storage | 11 Oct 2026 |
| Operations     | 53.9 GB      | 48.9 GB       | 4.0 GB         | 1.0 GB      | 30.5 GB            | Tenant storage | 11 Oct 2026 |
| Marketing      | 33.7 GB      | 31.2 GB       | 2.5 GB         | 0 bytes     | 20.9 GB            | Tenant storage | 11 Oct 2026 |
| Staff Intranet | 27.0 GB      | 24.9 GB       | 2.0 GB         | 0 bytes     | 16.0 GB            | Tenant storage | 11 Oct 2026 |

Largest folders 5

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

| Folder    | Location                   | Files | Share of library |
|-----------|----------------------------|-------|------------------|
| Projects  | Staff Intranet / Documents | 2,141 | 42%              |
| Archive   | Staff Intranet / Documents | 7,706 | 24%              |
| Templates | Staff Intranet / Documents | 3,006 | 14%              |
| Scans     | Staff Intranet / Documents | 1,486 | 11%              |
| Shared    | Staff Intranet / Documents | 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       | 26 Apr 2024 | carol.bennett@contoso.example  |
| Contracts archive_v12.zip             | Clients / Preservation Hold Library | 8.9 GB | None           | 1       | 8 Sep 2025  | annabel.fraser@contoso.example |
| Board pack 2023_v8.pdf                | Clients / Preservation Hold Library | 5.9 GB | None           | 1       | 8 Sep 2025  | annabel.fraser@contoso.example |
| Projects/Projects archive.zip         | Finance / Documents                 | 4.8 GB | None           | 1       | 26 Apr 2024 | annabel.fraser@contoso.example |
| Client files/Export 2024-12.zip       | Clients / Documents                 | 4.7 GB | 333.3 MB       | 3       | 21 Jun 2024 | carol.bennett@contoso.example  |
| Contracts archive_v12.zip             | Finance / Preservation Hold Library | 4.4 GB | None           | 1       | 8 Sep 2025  | annabel.fraser@contoso.example |
| Client files/Recording 2023-11.mp4    | Clients / Documents                 | 4.4 GB | 316.0 MB       | 2       | 16 Sep 2026 | carl.ashworth@contoso.example  |
| Client files/Photos 2022-10.zip       | Clients / Documents                 | 4.2 GB | 298.7 MB       | 6       | 7 Aug 2026  | eve.lambert@contoso.example    |
| Projects/Projects archive.zip         | Operations / Documents              | 4.0 GB | None           | 1       | 26 Apr 2024 | carol.bennett@contoso.example  |
| Client files/Scans 2021-09.zip        | Clients / Documents                 | 3.9 GB | 281.4 MB       | 5       | 13 Jan 2025 | carl.ashworth@contoso.example  |
|                                       |                                     |        |                |         |             |                                |

| File                                     | Location                            | Size   | Older versions | Version | Last change | Changed by                     |
|------------------------------------------|-------------------------------------|--------|----------------|---------|-------------|--------------------------------|
| Client files/Client files export.pst     | Clients / Documents                 | 3.7 GB | None           | 1       | 9 Oct 2023  | annabel.fraser@contoso.example |
| Client files/Export 2020-08.zip          | Clients / Documents                 | 3.7 GB | 264.1 MB       | 4       | 25 Apr 2026 | carl.ashworth@contoso.example  |
| Client files/Recording 2019-07.mp4       | Clients / Documents                 | 3.4 GB | 246.7 MB       | 3       | 27 May 2024 | eve.lambert@contoso.example    |
| Engagement letters/Export 2024-12.zip    | Clients / Documents                 | 3.4 GB | 242.3 MB       | 3       | 5 Feb 2025  | eve.lambert@contoso.example    |
| Year end/Year end archive.zip            | Clients / Documents                 | 3.2 GB | None           | 1       | 26 Apr 2024 | carl.ashworth@contoso.example  |
| Engagement letters/Recording 2023-11.mp4 | Clients / Documents                 | 3.2 GB | 229.7 MB       | 2       | 5 Nov 2023  | eve.lambert@contoso.example    |
| Client files/Photos 2024-06.zip          | Clients / Documents                 | 3.2 GB | 229.4 MB       | 2       | 13 Nov 2023 | annabel.fraser@contoso.example |
| Engagement letters/Photos 2022-10.zip    | Clients / Documents                 | 3.0 GB | 217.1 MB       | 6       | 9 Jun 2026  | carl.ashworth@contoso.example  |
| Board pack 2023_v8.pdf                   | Finance / Preservation Hold Library | 3.0 GB | None           | 1       | 8 Sep 2025  | annabel.fraser@contoso.example |
| Client files/Scans 2023-05.zip           | Clients / Documents                 | 3.0 GB | 212.1 MB       | 6       | 19 Feb 2024 | carol.bennett@contoso.example  |
| Engagement letters/Scans 2021-09.zip     | Clients / Documents                 | 2.9 GB | 204.5 MB       | 5       | 2 Dec 2022  | carol.bennett@contoso.example  |
| Client files/Export 2022-04.zip          | Clients / Documents                 | 2.7 GB | 194.8 MB       | 5       | 13 Jun 2025 | eve.lambert@contoso.example    |
| Payroll/Export 2024-12.zip               | Clients / Documents                 | 2.7 GB | 194.1 MB       | 3       | 19 Sep 2023 | annabel.fraser@contoso.example |
| Engagement letters/Export 2020-08.zip    | Clients / Documents                 | 2.7 GB | 192.0 MB       | 4       | 10 Jun 2023 | eve.lambert@contoso.example    |
| Payroll/Recording 2023-11.mp4            | Clients / Documents                 | 2.6 GB | 184.0 MB       | 2       | 20 Nov 2024 | carol.bennett@contoso.example  |
| Projects/Projects archive.zip            | Marketing / Documents               | 2.5 GB | None           | 1       | 26 Apr 2024 | carol.bennett@contoso.example  |
| Engagement letters/Recording 2019-07.mp4 | Clients / Documents                 | 2.5 GB | 179.4 MB       | 3       | 16 Apr 2024 | annabel.fraser@contoso.example |
| Client files/Recording 2021-03.mp4       | Clients / Documents                 | 2.5 GB | 177.5 MB       | 4       | 3 Aug 2025  | carl.ashworth@contoso.example  |
| Payroll/Photos 2022-10.zip               | Clients / Documents                 | 2.4 GB | 173.9 MB       | 6       | 18 Feb 2026 | eve.lambert@contoso.example    |
| Engagement letters/Photos 2024-06.zip    | Clients / Documents                 | 2.3 GB | 166.8 MB       | 2       | 30 Mar 2023 | carl.ashworth@contoso.example  |
| Projects/Export 2024-12.zip              | Finance / Documents                 | 2.3 GB | 166.7 MB       | 3       | 25 Dec 2022 | carl.ashworth@contoso.example  |
| Payroll/Scans 2021-09.zip                | Clients / Documents                 | 2.3 GB | 163.8 MB       | 5       | 19 Oct 2023 | eve.lambert@contoso.example    |
| Client files/Photos 2020-02.zip          | Clients / Documents                 | 2.2 GB | 160.2 MB       | 3       | 6 Jun 2024  | carol.bennett@contoso.example  |
|                                          |                                     |        |                |         |             |                                |

| File                                     | Location                   | Size   | Older versions | Version | Last change | Changed by                     |
|------------------------------------------|----------------------------|--------|----------------|---------|-------------|--------------------------------|
| Projects/Recording 2023-11.mp4           | Finance / Documents        | 2.2 GB | 158.0 MB       | 2       | 11 Apr 2024 | annabel.fraser@contoso.example |
| Engagement letters/Scans 2023-05.zip     | Clients / Documents        | 2.2 GB | 154.2 MB       | 6       | 18 Dec 2025 | carol.bennett@contoso.example  |
| Payroll/Export 2020-08.zip               | Clients / Documents        | 2.1 GB | 153.7 MB       | 4       | 13 Jan 2024 | annabel.fraser@contoso.example |
| Projects/Photos 2022-10.zip              | Finance / Documents        | 2.1 GB | 149.3 MB       | 6       | 23 Aug 2024 | eve.lambert@contoso.example    |
| Projects/Projects archive.zip            | Staff Intranet / Documents | 2.0 GB | None           | 1       | 26 Apr 2024 | eve.lambert@contoso.example    |
| Payroll/Recording 2019-07.mp4            | Clients / Documents        | 2.0 GB | 143.7 MB       | 3       | 18 May 2024 | eve.lambert@contoso.example    |
| Client files/Scans 2019-01.zip           | Clients / Documents        | 2.0 GB | 142.9 MB       | 2       | 19 Jul 2023 | annabel.fraser@contoso.example |
| Engagement letters/Export 2022-04.zip    | Clients / Documents        | 2.0 GB | 141.6 MB       | 5       | 15 Sep 2023 | annabel.fraser@contoso.example |
| Projects/Scans 2021-09.zip               | Finance / Documents        | 2.0 GB | 140.7 MB       | 5       | 10 May 2026 | annabel.fraser@contoso.example |
| Projects/Export 2024-12.zip              | Operations / Documents     | 1.9 GB | 139.5 MB       | 3       | 17 Jun 2024 | carl.ashworth@contoso.example  |
| Payroll/Photos 2024-06.zip               | Clients / Documents        | 1.9 GB | 133.6 MB       | 2       | 22 Apr 2024 | annabel.fraser@contoso.example |
| Projects/Projects export.pst             | Finance / Documents        | 1.9 GB | None           | 1       | 9 Oct 2023  | carol.bennett@contoso.example  |
| Projects/Recording 2023-11.mp4           | Operations / Documents     | 1.8 GB | 132.2 MB       | 2       | 8 Nov 2024  | annabel.fraser@contoso.example |
| Projects/Export 2020-08.zip              | Finance / Documents        | 1.8 GB | 132.0 MB       | 4       | 21 Oct 2025 | eve.lambert@contoso.example    |
| Engagement letters/Recording 2021-03.mp4 | Clients / Documents        | 1.8 GB | 129.0 MB       | 4       | 7 Jul 2023  | eve.lambert@contoso.example    |
| Projects/Photos 2022-10.zip              | Operations / Documents     | 1.7 GB | 125.0 MB       | 6       | 27 Feb 2026 | annabel.fraser@contoso.example |
| Payroll/Scans 2023-05.zip                | Clients / Documents        | 1.7 GB | 123.5 MB       | 6       | 10 Oct 2024 | annabel.fraser@contoso.example |
| Projects/Recording 2019-07.mp4           | Finance / Documents        | 1.7 GB | 123.4 MB       | 3       | 16 Mar 2026 | carol.bennett@contoso.example  |
| Archive/Export 2024-12.zip               | Finance / Documents        | 1.7 GB | 121.1 MB       | 3       | 12 Apr 2023 | carol.bennett@contoso.example  |
| Projects/Scans 2021-09.zip               | Operations / Documents     | 1.6 GB | 117.7 MB       | 5       | 3 May 2025  | eve.lambert@contoso.example    |
| Engagement letters/Photos 2020-02.zip    | Clients / Documents        | 1.6 GB | 116.4 MB       | 3       | 23 Jul 2026 | annabel.fraser@contoso.example |
| Templates/Templates archive.zip          | Finance / Documents        | 1.6 GB | None           | 1       | 26 Apr 2024 | annabel.fraser@contoso.example |
| Archive/Recording 2023-11.mp4            | Finance / Documents        | 1.6 GB | 114.9 MB       | 2       | 20 Apr 2026 | annabel.fraser@contoso.example |
|                                          |                            |        |                |         |             |                                |

| File                                 | Location               | Size   | Older versions | Version | Last change | Changed by                     |
|--------------------------------------|------------------------|--------|----------------|---------|-------------|--------------------------------|
| Projects/Photos 2024-06.zip          | Finance / Documents    | 1.6 GB | 114.7 MB       | 2       | 5 Dec 2024  | carl.ashworth@contoso.example  |
| Payroll/Export 2022-04.zip           | Clients / Documents    | 1.6 GB | 113.4 MB       | 5       | 5 Sep 2025  | carl.ashworth@contoso.example  |
| Year end/Export 2024-12.zip          | Clients / Documents    | 1.6 GB | 112.1 MB       | 3       | 22 Jun 2025 | annabel.fraser@contoso.example |
| Projects/Projects export.pst         | Operations / Documents | 1.6 GB | None           | 1       | 9 Oct 2023  | annabel.fraser@contoso.example |
| Projects/Export 2020-08.zip          | Operations / Documents | 1.5 GB | 110.5 MB       | 4       | 8 Apr 2023  | annabel.fraser@contoso.example |
| Archive/Photos 2022-10.zip           | Finance / Documents    | 1.5 GB | 108.6 MB       | 6       | 18 Sep 2022 | annabel.fraser@contoso.example |
| Year end/Recording 2023-11.mp4       | Clients / Documents    | 1.5 GB | 106.3 MB       | 2       | 27 Dec 2025 | annabel.fraser@contoso.example |
| Projects/Scans 2023-05.zip           | Finance / Documents    | 1.5 GB | 106.1 MB       | 6       | 28 Dec 2024 | carl.ashworth@contoso.example  |
| Engagement letters/Scans 2019-01.zip | Clients / Documents    | 1.4 GB | 103.8 MB       | 2       | 23 Mar 2025 | carol.bennett@contoso.example  |
| Payroll/Recording 2021-03.mp4        | Clients / Documents    | 1.4 GB | 103.3 MB       | 4       | 19 Jul 2024 | annabel.fraser@contoso.example |
| Projects/Recording 2019-07.mp4       | Operations / Documents | 1.4 GB | 103.2 MB       | 3       | 11 May 2023 | eve.lambert@contoso.example    |
| Archive/Scans 2021-09.zip            | Finance / Documents    | 1.4 GB | 102.3 MB       | 5       | 2 Dec 2025  | carol.bennett@contoso.example  |
| Archive/Export 2024-12.zip           | Operations / Documents | 1.4 GB | 101.4 MB       | 3       | 19 Jun 2024 | carol.bennett@contoso.example  |
| Year end/Photos 2022-10.zip          | Clients / Documents    | 1.4 GB | 100.5 MB       | 6       | 23 Sep 2022 | carol.bennett@contoso.example  |
| Projects/Export 2022-04.zip          | Finance / Documents    | 1.4 GB | 97.4 MB        | 5       | 14 Nov 2022 | eve.lambert@contoso.example    |
| Templates/Templates archive.zip      | Operations / Documents | 1.3 GB | None           | 1       | 26 Apr 2024 | annabel.fraser@contoso.example |
| Archive/Recording 2023-11.mp4        | Operations / Documents | 1.3 GB | 96.1 MB        | 2       | 8 Jan 2026  | eve.lambert@contoso.example    |
| Projects/Photos 2024-06.zip          | Operations / Documents | 1.3 GB | 96.0 MB        | 2       | 22 Jun 2024 | carl.ashworth@contoso.example  |
| Archive/Export 2020-08.zip           | Finance / Documents    | 1.3 GB | 96.0 MB        | 4       | 25 Jul 2023 | annabel.fraser@contoso.example |
| Year end/Scans 2021-09.zip           | Clients / Documents    | 1.3 GB | 94.7 MB        | 5       | 8 Jul 2023  | annabel.fraser@contoso.example |
| Payroll/Photos 2020-02.zip           | Clients / Documents    | 1.3 GB | 93.3 MB        | 3       | 19 Aug 2024 | carl.ashworth@contoso.example  |
| Scans/Scans archive.zip              | Finance / Documents    | 1.3 GB | None           | 1       | 26 Apr 2024 | carl.ashworth@contoso.example  |
| Archive/Photos 2022-10.zip           | Operations / Documents | 1.3 GB | 90.8 MB        | 6       | 10 Jun 2026 | carl.ashworth@contoso.example  |
|                                      |                        |        |                |         |             |                                |

| File                                               | Location               | Size   | Older versions | Version | Last change | Changed by                     |
|----------------------------------------------------|------------------------|--------|----------------|---------|-------------|--------------------------------|
| Year end/Year end export.pst                       | Clients / Documents    | 1.3 GB | None           | 1       | 9 Oct 2023  | annabel.fraser@contoso.example |
| Archive/Recording 2019-07.mp4                      | Finance / Documents    | 1.3 GB | 89.7 MB        | 3       | 27 Dec 2025 | annabel.fraser@contoso.example |
| Year end/Export 2020-08.zip                        | Clients / Documents    | 1.2 GB | 88.8 MB        | 4       | 22 Mar 2026 | annabel.fraser@contoso.example |
| Projects/Export 2024-12.zip                        | Marketing / Documents  | 1.2 GB | 88.8 MB        | 3       | 14 Oct 2025 | carol.bennett@contoso.example  |
| Projects/Scans 2023-05.zip                         | Operations / Documents | 1.2 GB | 88.7 MB        | 6       | 24 Oct 2024 | carol.bennett@contoso.example  |
| Projects/Recording 2021-03.mp4                     | Finance / Documents    | 1.2 GB | 88.7 MB        | 4       | 16 Oct 2023 | carl.ashworth@contoso.example  |
| Engagement letters/Engagement letters tracker.xlsx | Clients / Documents    | 1.2 GB | 1.2 GB         | 640     | 11 Oct 2026 | carol.bennett@contoso.example  |
| Archive/Scans 2021-09.zip                          | Operations / Documents | 1.2 GB | 85.6 MB        | 5       | 9 Mar 2025  | carol.bennett@contoso.example  |
| Projects/Recording 2023-11.mp4                     | Marketing / Documents  | 1.2 GB | 84.2 MB        | 2       | 2 Oct 2025  | eve.lambert@contoso.example    |
| Archive/Photos 2024-06.zip                         | Finance / Documents    | 1.2 GB | 83.4 MB        | 2       | 1 May 2023  | annabel.fraser@contoso.example |
| Payroll/Scans 2019-01.zip                          | Clients / Documents    | 1.2 GB | 83.2 MB        | 2       | 27 Jul 2024 | carl.ashworth@contoso.example  |
| Year end/Recording 2019-07.mp4                     | Clients / Documents    | 1.2 GB | 83.0 MB        | 3       | 5 Nov 2022  | eve.lambert@contoso.example    |
| Projects/Export 2022-04.zip                        | Operations / Documents | 1.1 GB | 81.5 MB        | 5       | 16 Oct 2024 | annabel.fraser@contoso.example |
| Archive/Export 2020-08.zip                         | Operations / Documents | 1.1 GB | 80.3 MB        | 4       | 10 Feb 2023 | annabel.fraser@contoso.example |
| Projects/Photos 2020-02.zip                        | Finance / Documents    | 1.1 GB | 80.1 MB        | 3       | 24 Feb 2023 | carol.bennett@contoso.example  |
| Projects/Photos 2022-10.zip                        | Marketing / Documents  | 1.1 GB | 79.6 MB        | 6       | 11 Apr 2024 | carl.ashworth@contoso.example  |
| Scans/Scans archive.zip                            | Operations / Documents | 1.1 GB | None           | 1       | 26 Apr 2024 | eve.lambert@contoso.example    |
| Year end/Photos 2024-06.zip                        | Clients / Documents    | 1.1 GB | 77.2 MB        | 2       | 28 Jun 2026 | carol.bennett@contoso.example  |
| Archive/Scans 2023-05.zip                          | Finance / Documents    | 1.1 GB | 77.1 MB        | 6       | 7 Oct 2022  | annabel.fraser@contoso.example |
| Archive/Recording 2019-07.mp4                      | Operations / Documents | 1.0 GB | 75.0 MB        | 3       | 29 Dec 2023 | carl.ashworth@contoso.example  |
| Projects/Scans 2021-09.zip                         | Marketing / Documents  | 1.0 GB | 75.0 MB        | 5       | 27 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     | 11 Oct 2026 |
| Payroll/Payroll tracker.xlsx                       | Clients / Documents        | 1003.2 MB      | 8.0 MB       | 640     | 11 Oct 2026 |
| Archive/Archive tracker.xlsx                       | Finance / Documents        | 623.3 MB       | 8.0 MB       | 640     | 11 Oct 2026 |
| Engagement letters/Engagement letters planner.docx | Clients / Documents        | 622.3 MB       | 8.9 MB       | 212     | 8 Oct 2026  |
| Archive/Archive tracker.xlsx                       | Operations / Documents     | 520.2 MB       | 8.0 MB       | 640     | 11 Oct 2026 |
| Payroll/Payroll planner.docx                       | Clients / Documents        | 497.6 MB       | 8.0 MB       | 212     | 8 Oct 2026  |
| Client files/Export 2024-12.zip                    | Clients / Documents        | 333.3 MB       | 4.3 GB       | 3       | 21 Jun 2024 |
| Archive/Archive tracker.xlsx                       | Marketing / Documents      | 328.4 MB       | 8.0 MB       | 640     | 11 Oct 2026 |
| Client files/Recording 2023-11.mp4                 | Clients / Documents        | 316.0 MB       | 4.1 GB       | 2       | 16 Sep 2026 |
| Archive/Archive planner.docx                       | Finance / Documents        | 307.6 MB       | 8.0 MB       | 212     | 8 Oct 2026  |
| Client files/Photos 2022-10.zip                    | Clients / Documents        | 298.7 MB       | 3.9 GB       | 6       | 7 Aug 2026  |
| Client files/Scans 2021-09.zip                     | Clients / Documents        | 281.4 MB       | 3.7 GB       | 5       | 13 Jan 2025 |
| Client files/Export 2020-08.zip                    | Clients / Documents        | 264.1 MB       | 3.4 GB       | 4       | 25 Apr 2026 |
| Archive/Archive tracker.xlsx                       | Staff Intranet / Documents | 261.1 MB       | 8.0 MB       | 640     | 11 Oct 2026 |
| Archive/Archive planner.docx                       | Operations / Documents     | 256.1 MB       | 8.0 MB       | 212     | 8 Oct 2026  |
| Client files/Recording 2019-07.mp4                 | Clients / Documents        | 246.7 MB       | 3.2 GB       | 3       | 27 May 2024 |
| Engagement letters/Export 2024-12.zip              | Clients / Documents        | 242.3 MB       | 3.1 GB       | 3       | 5 Feb 2025  |
| Engagement letters/Recording 2023-11.mp4           | Clients / Documents        | 229.7 MB       | 3.0 GB       | 2       | 5 Nov 2023  |
| Client files/Photos 2024-06.zip                    | Clients / Documents        | 229.4 MB       | 3.0 GB       | 2       | 13 Nov 2023 |
| Engagement letters/Photos 2022-10.zip              | Clients / Documents        | 217.1 MB       | 2.8 GB       | 6       | 9 Jun 2026  |

| File                                     | Location               | Older versions | Current size | Version | Last change |
|------------------------------------------|------------------------|----------------|--------------|---------|-------------|
| Client files/Scans 2023-05.zip           | Clients / Documents    | 212.1 MB       | 2.8 GB       | 6       | 19 Feb 2024 |
| Engagement letters/Scans 2021-09.zip     | Clients / Documents    | 204.5 MB       | 2.7 GB       | 5       | 2 Dec 2022  |
| Shared/Shared tracker.xlsx               | Finance / Documents    | 204.4 MB       | 8.0 MB       | 640     | 11 Oct 2026 |
| Client files/Export 2022-04.zip          | Clients / Documents    | 194.8 MB       | 2.5 GB       | 5       | 13 Jun 2025 |
| Payroll/Export 2024-12.zip               | Clients / Documents    | 194.1 MB       | 2.5 GB       | 3       | 19 Sep 2023 |
| Engagement letters/Export 2020-08.zip    | Clients / Documents    | 192.0 MB       | 2.5 GB       | 4       | 10 Jun 2023 |
| Payroll/Recording 2023-11.mp4            | Clients / Documents    | 184.0 MB       | 2.4 GB       | 2       | 20 Nov 2024 |
| Engagement letters/Recording 2019-07.mp4 | Clients / Documents    | 179.4 MB       | 2.3 GB       | 3       | 16 Apr 2024 |
| Client files/Recording 2021-03.mp4       | Clients / Documents    | 177.5 MB       | 2.3 GB       | 4       | 3 Aug 2025  |
| Payroll/Photos 2022-10.zip               | Clients / Documents    | 173.9 MB       | 2.3 GB       | 6       | 18 Feb 2026 |
| Shared/Shared tracker.xlsx               | Operations / Documents | 169.7 MB       | 8.0 MB       | 640     | 11 Oct 2026 |
| Engagement letters/Photos 2024-06.zip    | Clients / Documents    | 166.8 MB       | 2.2 GB       | 2       | 30 Mar 2023 |
| Projects/Export 2024-12.zip              | Finance / Documents    | 166.7 MB       | 2.2 GB       | 3       | 25 Dec 2022 |
| Payroll/Scans 2021-09.zip                | Clients / Documents    | 163.8 MB       | 2.1 GB       | 5       | 19 Oct 2023 |
| Archive/Archive planner.docx             | Marketing / Documents  | 160.2 MB       | 8.0 MB       | 212     | 8 Oct 2026  |
| Client files/Photos 2020-02.zip          | Clients / Documents    | 160.2 MB       | 2.1 GB       | 3       | 6 Jun 2024  |
| Projects/Recording 2023-11.mp4           | Finance / Documents    | 158.0 MB       | 2.0 GB       | 2       | 11 Apr 2024 |
| Engagement letters/Scans 2023-05.zip     | Clients / Documents    | 154.2 MB       | 2.0 GB       | 6       | 18 Dec 2025 |
| Payroll/Export 2020-08.zip               | Clients / Documents    | 153.7 MB       | 2.0 GB       | 4       | 13 Jan 2024 |
| Projects/Photos 2022-10.zip              | Finance / Documents    | 149.3 MB       | 1.9 GB       | 6       | 23 Aug 2024 |
| Payroll/Recording 2019-07.mp4            | Clients / Documents    | 143.7 MB       | 1.9 GB       | 3       | 18 May 2024 |
| Client files/Scans 2019-01.zip           | Clients / Documents    | 142.9 MB       | 1.9 GB       | 2       | 19 Jul 2023 |
| Engagement letters/Export 2022-04.zip    | Clients / Documents    | 141.6 MB       | 1.8 GB       | 5       | 15 Sep 2023 |
|                                          |                        |                |              |         |             |

| File                                     | Location                   | Older versions | Current size | Version | Last change |
|------------------------------------------|----------------------------|----------------|--------------|---------|-------------|
| Projects/Scans 2021-09.zip               | Finance / Documents        | 140.7 MB       | 1.8 GB       | 5       | 10 May 2026 |
| Projects/Export 2024-12.zip              | Operations / Documents     | 139.5 MB       | 1.8 GB       | 3       | 17 Jun 2024 |
| Payroll/Photos 2024-06.zip               | Clients / Documents        | 133.6 MB       | 1.7 GB       | 2       | 22 Apr 2024 |
| Projects/Recording 2023-11.mp4           | Operations / Documents     | 132.2 MB       | 1.7 GB       | 2       | 8 Nov 2024  |
| Projects/Export 2020-08.zip              | Finance / Documents        | 132.0 MB       | 1.7 GB       | 4       | 21 Oct 2025 |
| Engagement letters/Recording 2021-03.mp4 | Clients / Documents        | 129.0 MB       | 1.7 GB       | 4       | 7 Jul 2023  |
| Archive/Archive planner.docx             | Staff Intranet / Documents | 126.5 MB       | 8.0 MB       | 212     | 8 Oct 2026  |
| Projects/Photos 2022-10.zip              | Operations / Documents     | 125.0 MB       | 1.6 GB       | 6       | 27 Feb 2026 |
| Payroll/Scans 2023-05.zip                | Clients / Documents        | 123.5 MB       | 1.6 GB       | 6       | 10 Oct 2024 |
| Projects/Recording 2019-07.mp4           | Finance / Documents        | 123.4 MB       | 1.6 GB       | 3       | 16 Mar 2026 |
| Archive/Export 2024-12.zip               | Finance / Documents        | 121.1 MB       | 1.6 GB       | 3       | 12 Apr 2023 |
| Projects/Scans 2021-09.zip               | Operations / Documents     | 117.7 MB       | 1.5 GB       | 5       | 3 May 2025  |
| Engagement letters/Photos 2020-02.zip    | Clients / Documents        | 116.4 MB       | 1.5 GB       | 3       | 23 Jul 2026 |
| Archive/Recording 2023-11.mp4            | Finance / Documents        | 114.9 MB       | 1.5 GB       | 2       | 20 Apr 2026 |
| Projects/Photos 2024-06.zip              | Finance / Documents        | 114.7 MB       | 1.5 GB       | 2       | 5 Dec 2024  |
| Payroll/Export 2022-04.zip               | Clients / Documents        | 113.4 MB       | 1.5 GB       | 5       | 5 Sep 2025  |
| Year end/Export 2024-12.zip              | Clients / Documents        | 112.1 MB       | 1.5 GB       | 3       | 22 Jun 2025 |
| Projects/Export 2020-08.zip              | Operations / Documents     | 110.5 MB       | 1.4 GB       | 4       | 8 Apr 2023  |
| Archive/Photos 2022-10.zip               | Finance / Documents        | 108.6 MB       | 1.4 GB       | 6       | 18 Sep 2022 |
| Year end/Recording 2023-11.mp4           | Clients / Documents        | 106.3 MB       | 1.4 GB       | 2       | 27 Dec 2025 |
| Projects/Scans 2023-05.zip               | Finance / Documents        | 106.1 MB       | 1.4 GB       | 6       | 28 Dec 2024 |
| Shared/Shared tracker.xlsx               | Marketing / Documents      | 105.2 MB       | 8.0 MB       | 640     | 11 Oct 2026 |
| Engagement letters/Scans 2019-01.zip     | Clients / Documents        | 103.8 MB       | 1.3 GB       | 2       | 23 Mar 2025 |
|                                          |                            |                |              |         |             |

| File                           | Location               | Older versions | Current size | Version | Last change |
|--------------------------------|------------------------|----------------|--------------|---------|-------------|
| Payroll/Recording 2021-03.mp4  | Clients / Documents    | 103.3 MB       | 1.3 GB       | 4       | 19 Jul 2024 |
| Projects/Recording 2019-07.mp4 | Operations / Documents | 103.2 MB       | 1.3 GB       | 3       | 11 May 2023 |
| Archive/Scans 2021-09.zip      | Finance / Documents    | 102.3 MB       | 1.3 GB       | 5       | 2 Dec 2025  |
| Archive/Export 2024-12.zip     | Operations / Documents | 101.4 MB       | 1.3 GB       | 3       | 19 Jun 2024 |
| Year end/Photos 2022-10.zip    | Clients / Documents    | 100.5 MB       | 1.3 GB       | 6       | 23 Sep 2022 |
| Shared/Shared planner.docx     | Finance / Documents    | 98.2 MB        | 8.0 MB       | 212     | 8 Oct 2026  |
| Projects/Export 2022-04.zip    | Finance / Documents    | 97.4 MB        | 1.3 GB       | 5       | 14 Nov 2022 |
| Archive/Recording 2023-11.mp4  | Operations / Documents | 96.1 MB        | 1.2 GB       | 2       | 8 Jan 2026  |
| Projects/Photos 2024-06.zip    | Operations / Documents | 96.0 MB        | 1.2 GB       | 2       | 22 Jun 2024 |
| Archive/Export 2020-08.zip     | Finance / Documents    | 96.0 MB        | 1.2 GB       | 4       | 25 Jul 2023 |
| Year end/Scans 2021-09.zip     | Clients / Documents    | 94.7 MB        | 1.2 GB       | 5       | 8 Jul 2023  |
| Payroll/Photos 2020-02.zip     | Clients / Documents    | 93.3 MB        | 1.2 GB       | 3       | 19 Aug 2024 |
| Archive/Photos 2022-10.zip     | Operations / Documents | 90.8 MB        | 1.2 GB       | 6       | 10 Jun 2026 |
| Archive/Recording 2019-07.mp4  | Finance / Documents    | 89.7 MB        | 1.2 GB       | 3       | 27 Dec 2025 |
| Year end/Export 2020-08.zip    | Clients / Documents    | 88.8 MB        | 1.2 GB       | 4       | 22 Mar 2026 |
| Projects/Export 2024-12.zip    | Marketing / Documents  | 88.8 MB        | 1.2 GB       | 3       | 14 Oct 2025 |
| Projects/Scans 2023-05.zip     | Operations / Documents | 88.7 MB        | 1.2 GB       | 6       | 24 Oct 2024 |
| Projects/Recording 2021-03.mp4 | Finance / Documents    | 88.7 MB        | 1.2 GB       | 4       | 16 Oct 2023 |
| Archive/Scans 2021-09.zip      | Operations / Documents | 85.6 MB        | 1.1 GB       | 5       | 9 Mar 2025  |
| Projects/Recording 2023-11.mp4 | Marketing / Documents  | 84.2 MB        | 1.1 GB       | 2       | 2 Oct 2025  |
| Archive/Photos 2024-06.zip     | Finance / Documents    | 83.4 MB        | 1.1 GB       | 2       | 1 May 2023  |
| Payroll/Scans 2019-01.zip      | Clients / Documents    | 83.2 MB        | 1.1 GB       | 2       | 27 Jul 2024 |
| Year end/Recording 2019-07.mp4 | Clients / Documents    | 83.0 MB        | 1.1 GB       | 3       | 5 Nov 2022  |
|                                |                        |                |              |         |             |

| File                           | Location                   | Older versions | Current size | Version | Last change |
|--------------------------------|----------------------------|----------------|--------------|---------|-------------|
| Shared/Shared tracker.xlsx     | Staff Intranet / Documents | 82.5 MB        | 8.0 MB       | 640     | 11 Oct 2026 |
| Projects/Export 2022-04.zip    | Operations / Documents     | 81.5 MB        | 1.1 GB       | 5       | 16 Oct 2024 |
| Shared/Shared planner.docx     | Operations / Documents     | 80.8 MB        | 8.0 MB       | 212     | 8 Oct 2026  |
| Archive/Export 2020-08.zip     | Operations / Documents     | 80.3 MB        | 1.0 GB       | 4       | 10 Feb 2023 |
| Projects/Photos 2020-02.zip    | Finance / Documents        | 80.1 MB        | 1.0 GB       | 3       | 24 Feb 2023 |
| Projects/Photos 2022-10.zip    | Marketing / Documents      | 79.6 MB        | 1.0 GB       | 6       | 11 Apr 2024 |
| Year end/Photos 2024-06.zip    | Clients / Documents        | 77.2 MB        | 1.0 GB       | 2       | 28 Jun 2026 |
| Archive/Scans 2023-05.zip      | Finance / Documents        | 77.1 MB        | 1.0 GB       | 6       | 7 Oct 2022  |
| Archive/Recording 2019-07.mp4  | Operations / Documents     | 75.0 MB        | 997.0 MB     | 3       | 29 Dec 2023 |
| Projects/Scans 2021-09.zip     | Marketing / Documents      | 75.0 MB        | 996.0 MB     | 5       | 27 Jul 2024 |
| Projects/Recording 2021-03.mp4 | Operations / Documents     | 74.3 MB        | 986.5 MB     | 4       | 26 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 | 26 Apr 2024 | carol.bennett@contoso.example  |
| Projects/Projects archive.zip            | Finance / Documents    | 4.8 GB | 26 Apr 2024 | annabel.fraser@contoso.example |
| Client files/Export 2024-12.zip          | Clients / Documents    | 4.7 GB | 21 Jun 2024 | carol.bennett@contoso.example  |
| Projects/Projects archive.zip            | Operations / Documents | 4.0 GB | 26 Apr 2024 | carol.bennett@contoso.example  |
| Client files/Client files export.pst     | Clients / Documents    | 3.7 GB | 9 Oct 2023  | annabel.fraser@contoso.example |
| Client files/Recording 2019-07.mp4       | Clients / Documents    | 3.4 GB | 27 May 2024 | eve.lambert@contoso.example    |
| Year end/Year end archive.zip            | Clients / Documents    | 3.2 GB | 26 Apr 2024 | carl.ashworth@contoso.example  |
| Engagement letters/Recording 2023-11.mp4 | Clients / Documents    | 3.2 GB | 5 Nov 2023  | eve.lambert@contoso.example    |

| File                                     | Location                   | Size   | Last change | Changed by                     |
|------------------------------------------|----------------------------|--------|-------------|--------------------------------|
| Client files/Photos 2024-06.zip          | Clients / Documents        | 3.2 GB | 13 Nov 2023 | annabel.fraser@contoso.example |
| Client files/Scans 2023-05.zip           | Clients / Documents        | 3.0 GB | 19 Feb 2024 | carol.bennett@contoso.example  |
| Engagement letters/Scans 2021-09.zip     | Clients / Documents        | 2.9 GB | 2 Dec 2022  | carol.bennett@contoso.example  |
| Payroll/Export 2024-12.zip               | Clients / Documents        | 2.7 GB | 19 Sep 2023 | annabel.fraser@contoso.example |
| Engagement letters/Export 2020-08.zip    | Clients / Documents        | 2.7 GB | 10 Jun 2023 | eve.lambert@contoso.example    |
| Projects/Projects archive.zip            | Marketing / Documents      | 2.5 GB | 26 Apr 2024 | carol.bennett@contoso.example  |
| Engagement letters/Recording 2019-07.mp4 | Clients / Documents        | 2.5 GB | 16 Apr 2024 | annabel.fraser@contoso.example |
| Engagement letters/Photos 2024-06.zip    | Clients / Documents        | 2.3 GB | 30 Mar 2023 | carl.ashworth@contoso.example  |
| Projects/Export 2024-12.zip              | Finance / Documents        | 2.3 GB | 25 Dec 2022 | carl.ashworth@contoso.example  |
| Payroll/Scans 2021-09.zip                | Clients / Documents        | 2.3 GB | 19 Oct 2023 | eve.lambert@contoso.example    |
| Client files/Photos 2020-02.zip          | Clients / Documents        | 2.2 GB | 6 Jun 2024  | carol.bennett@contoso.example  |
| Projects/Recording 2023-11.mp4           | Finance / Documents        | 2.2 GB | 11 Apr 2024 | annabel.fraser@contoso.example |
| Payroll/Export 2020-08.zip               | Clients / Documents        | 2.1 GB | 13 Jan 2024 | annabel.fraser@contoso.example |
| Projects/Photos 2022-10.zip              | Finance / Documents        | 2.1 GB | 23 Aug 2024 | eve.lambert@contoso.example    |
| Projects/Projects archive.zip            | Staff Intranet / Documents | 2.0 GB | 26 Apr 2024 | eve.lambert@contoso.example    |
| Payroll/Recording 2019-07.mp4            | Clients / Documents        | 2.0 GB | 18 May 2024 | eve.lambert@contoso.example    |
| Client files/Scans 2019-01.zip           | Clients / Documents        | 2.0 GB | 19 Jul 2023 | annabel.fraser@contoso.example |
| Engagement letters/Export 2022-04.zip    | Clients / Documents        | 2.0 GB | 15 Sep 2023 | annabel.fraser@contoso.example |
| Projects/Export 2024-12.zip              | Operations / Documents     | 1.9 GB | 17 Jun 2024 | carl.ashworth@contoso.example  |
| Payroll/Photos 2024-06.zip               | Clients / Documents        | 1.9 GB | 22 Apr 2024 | annabel.fraser@contoso.example |
| Projects/Projects export.pst             | Finance / Documents        | 1.9 GB | 9 Oct 2023  | carol.bennett@contoso.example  |
| Engagement letters/Recording 2021-03.mp4 | Clients / Documents        | 1.8 GB | 7 Jul 2023  | eve.lambert@contoso.example    |
| Payroll/Scans 2023-05.zip                | Clients / Documents        | 1.7 GB | 10 Oct 2024 | annabel.fraser@contoso.example |
|                                          |                            |        |             |                                |

| File                            | Location               | Size   | Last change | Changed by                     |
|---------------------------------|------------------------|--------|-------------|--------------------------------|
| Archive/Export 2024-12.zip      | Finance / Documents    | 1.7 GB | 12 Apr 2023 | carol.bennett@contoso.example  |
| Templates/Templates archive.zip | Finance / Documents    | 1.6 GB | 26 Apr 2024 | annabel.fraser@contoso.example |
| Projects/Projects export.pst    | Operations / Documents | 1.6 GB | 9 Oct 2023  | annabel.fraser@contoso.example |
| Projects/Export 2020-08.zip     | Operations / Documents | 1.5 GB | 8 Apr 2023  | annabel.fraser@contoso.example |
| Archive/Photos 2022-10.zip      | Finance / Documents    | 1.5 GB | 18 Sep 2022 | annabel.fraser@contoso.example |
| Payroll/Recording 2021-03.mp4   | Clients / Documents    | 1.4 GB | 19 Jul 2024 | annabel.fraser@contoso.example |
| Projects/Recording 2019-07.mp4  | Operations / Documents | 1.4 GB | 11 May 2023 | eve.lambert@contoso.example    |
| Archive/Export 2024-12.zip      | Operations / Documents | 1.4 GB | 19 Jun 2024 | carol.bennett@contoso.example  |
| Year end/Photos 2022-10.zip     | Clients / Documents    | 1.4 GB | 23 Sep 2022 | carol.bennett@contoso.example  |
| Projects/Export 2022-04.zip     | Finance / Documents    | 1.4 GB | 14 Nov 2022 | eve.lambert@contoso.example    |
| Templates/Templates archive.zip | Operations / Documents | 1.3 GB | 26 Apr 2024 | annabel.fraser@contoso.example |
| Projects/Photos 2024-06.zip     | Operations / Documents | 1.3 GB | 22 Jun 2024 | carl.ashworth@contoso.example  |
| Archive/Export 2020-08.zip      | Finance / Documents    | 1.3 GB | 25 Jul 2023 | annabel.fraser@contoso.example |
| Year end/Scans 2021-09.zip      | Clients / Documents    | 1.3 GB | 8 Jul 2023  | annabel.fraser@contoso.example |
| Payroll/Photos 2020-02.zip      | Clients / Documents    | 1.3 GB | 19 Aug 2024 | carl.ashworth@contoso.example  |
| Scans/Scans archive.zip         | Finance / Documents    | 1.3 GB | 26 Apr 2024 | carl.ashworth@contoso.example  |
| Year end/Year end export.pst    | Clients / Documents    | 1.3 GB | 9 Oct 2023  | annabel.fraser@contoso.example |
| Projects/Recording 2021-03.mp4  | Finance / Documents    | 1.2 GB | 16 Oct 2023 | carl.ashworth@contoso.example  |
| Archive/Photos 2024-06.zip      | Finance / Documents    | 1.2 GB | 1 May 2023  | annabel.fraser@contoso.example |
| Payroll/Scans 2019-01.zip       | Clients / Documents    | 1.2 GB | 27 Jul 2024 | carl.ashworth@contoso.example  |
| Year end/Recording 2019-07.mp4  | Clients / Documents    | 1.2 GB | 5 Nov 2022  | eve.lambert@contoso.example    |
| Archive/Export 2020-08.zip      | Operations / Documents | 1.1 GB | 10 Feb 2023 | annabel.fraser@contoso.example |
| Projects/Photos 2020-02.zip     | Finance / Documents    | 1.1 GB | 24 Feb 2023 | carol.bennett@contoso.example  |
|                                 |                        |        |             |                                |

| File                            | Location                   | Size      | Last change | Changed by                     |
|---------------------------------|----------------------------|-----------|-------------|--------------------------------|
| Projects/Photos 2022-10.zip     | Marketing / Documents      | 1.1 GB    | 11 Apr 2024 | carl.ashworth@contoso.example  |
| Scans/Scans archive.zip         | Operations / Documents     | 1.1 GB    | 26 Apr 2024 | eve.lambert@contoso.example    |
| Archive/Scans 2023-05.zip       | Finance / Documents        | 1.1 GB    | 7 Oct 2022  | annabel.fraser@contoso.example |
| Archive/Recording 2019-07.mp4   | Operations / Documents     | 1.0 GB    | 29 Dec 2023 | carl.ashworth@contoso.example  |
| Projects/Scans 2021-09.zip      | Marketing / Documents      | 1.0 GB    | 27 Jul 2024 | annabel.fraser@contoso.example |
| Projects/Export 2024-12.zip     | Staff Intranet / Documents | 1014.9 MB | 5 Jan 2023  | annabel.fraser@contoso.example |
| Projects/Projects export.pst    | Marketing / Documents      | 1014.9 MB | 9 Oct 2023  | carl.ashworth@contoso.example  |
| Archive/Export 2022-04.zip      | Finance / Documents        | 1011.5 MB | 12 Jun 2023 | carol.bennett@contoso.example  |
| Projects/Export 2020-08.zip     | Marketing / Documents      | 1005.0 MB | 25 Sep 2023 | eve.lambert@contoso.example    |
| Archive/Photos 2024-06.zip      | Operations / Documents     | 996.8 MB  | 29 Nov 2022 | carl.ashworth@contoso.example  |
| Projects/Recording 2023-11.mp4  | Staff Intranet / Documents | 962.2 MB  | 9 Oct 2023  | annabel.fraser@contoso.example |
| Projects/Recording 2019-07.mp4  | Marketing / Documents      | 939.1 MB  | 6 Aug 2024  | eve.lambert@contoso.example    |
| Archive/Scans 2023-05.zip       | Operations / Documents     | 921.6 MB  | 12 Apr 2023 | annabel.fraser@contoso.example |
| Archive/Recording 2021-03.mp4   | Finance / Documents        | 921.5 MB  | 9 Aug 2024  | carol.bennett@contoso.example  |
| Templates/Templates archive.zip | Marketing / Documents      | 877.9 MB  | 26 Apr 2024 | carl.ashworth@contoso.example  |
| Archive/Recording 2023-11.mp4   | Marketing / Documents      | 874.3 MB  | 26 May 2023 | annabel.fraser@contoso.example |
| Archive/Export 2022-04.zip      | Operations / Documents     | 846.4 MB  | 4 Dec 2023  | carl.ashworth@contoso.example  |
| Archive/Photos 2022-10.zip      | Marketing / Documents      | 826.4 MB  | 7 Jan 2024  | annabel.fraser@contoso.example |
| Projects/Projects export.pst    | Staff Intranet / Documents | 811.9 MB  | 9 Oct 2023  | carl.ashworth@contoso.example  |
| Projects/Scans 2023-05.zip      | Marketing / Documents      | 807.3 MB  | 13 Jan 2024 | carol.bennett@contoso.example  |
| Templates/Export 2024-12.zip    | Finance / Documents        | 800.9 MB  | 17 Mar 2024 | carol.bennett@contoso.example  |
| Archive/Scans 2021-09.zip       | Marketing / Documents      | 778.5 MB  | 13 Aug 2024 | annabel.fraser@contoso.example |
| Archive/Recording 2021-03.mp4   | Operations / Documents     | 771.1 MB  | 20 Sep 2022 | carl.ashworth@contoso.example  |
|                                 |                            |           |             |                                |

| File                            | Location                   | Size     | Last change | Changed by                     |
|---------------------------------|----------------------------|----------|-------------|--------------------------------|
| Year end/Photos 2020-02.zip     | Clients / Documents        | 769.7 MB | 30 Dec 2023 | eve.lambert@contoso.example    |
| Templates/Recording 2023-11.mp4 | Finance / Documents        | 759.3 MB | 24 Jun 2024 | carl.ashworth@contoso.example  |
| Projects/Export 2022-04.zip     | Marketing / Documents      | 741.4 MB | 6 Apr 2023  | annabel.fraser@contoso.example |
| Archive/Export 2024-12.zip      | Staff Intranet / Documents | 737.8 MB | 28 Dec 2023 | annabel.fraser@contoso.example |
| Archive/Export 2020-08.zip      | Marketing / Documents      | 730.6 MB | 21 Jun 2024 | eve.lambert@contoso.example    |
| Templates/Photos 2022-10.zip    | Finance / Documents        | 717.7 MB | 29 Oct 2022 | carol.bennett@contoso.example  |
| Scans/Scans archive.zip         | Marketing / Documents      | 703.2 MB | 26 Apr 2024 | carl.ashworth@contoso.example  |
| Templates/Templates archive.zip | Staff Intranet / Documents | 702.3 MB | 26 Apr 2024 | carol.bennett@contoso.example  |
| Archive/Photos 2020-02.zip      | Operations / Documents     | 695.9 MB | 4 Jun 2024  | carol.bennett@contoso.example  |
| Year end/Scans 2019-01.zip      | Clients / Documents        | 686.5 MB | 29 Jan 2024 | carol.bennett@contoso.example  |
| Archive/Recording 2019-07.mp4   | Marketing / Documents      | 682.7 MB | 17 Sep 2023 | carol.bennett@contoso.example  |
| Archive/Photos 2022-10.zip      | Staff Intranet / Documents | 661.1 MB | 18 Mar 2024 | annabel.fraser@contoso.example |
| Projects/Scans 2023-05.zip      | Staff Intranet / Documents | 645.9 MB | 7 Jul 2024  | eve.lambert@contoso.example    |
| Templates/Templates export.pst  | Finance / Documents        | 640.7 MB | 9 Oct 2023  | carol.bennett@contoso.example  |
| Templates/Recording 2023-11.mp4 | Operations / Documents     | 635.4 MB | 12 Oct 2022 | carl.ashworth@contoso.example  |
| Archive/Photos 2024-06.zip      | Marketing / Documents      | 634.8 MB | 8 Oct 2022  | eve.lambert@contoso.example    |
| Archive/Scans 2021-09.zip       | Staff Intranet / Documents | 622.8 MB | 25 Aug 2023 | carl.ashworth@contoso.example  |
| Archive/Scans 2019-01.zip       | Operations / Documents     | 620.7 MB | 31 Jul 2024 | carl.ashworth@contoso.example  |
| Templates/Photos 2022-10.zip    | Operations / Documents     | 600.5 MB | 9 Mar 2023  | annabel.fraser@contoso.example |
| Templates/Recording 2019-07.mp4 | Finance / Documents        | 592.9 MB | 21 Jun 2023 | carl.ashworth@contoso.example  |
| Archive/Scans 2023-05.zip       | Marketing / Documents      | 586.9 MB | 6 Oct 2024  | carol.bennett@contoso.example  |
| Archive/Export 2020-08.zip      | Staff Intranet / Documents | 584.5 MB | 9 Oct 2024  | annabel.fraser@contoso.example |
| Templates/Scans 2021-09.zip     | Operations / Documents     | 565.7 MB | 30 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     | Library                             | Size     | Current files | Older versions | Files | Highest version | Last change |
|----------|-------------------------------------|----------|---------------|----------------|-------|-----------------|-------------|
|          | Clients / Documents                 | 126.5 GB | 115.9 GB      | 10.7 GB        | 56    | 640             | 11 Oct 2026 |
|          | Finance / Documents                 | 63.3 GB  | 58.5 GB       | 4.8 GB         | 70    | 640             | 11 Oct 2026 |
|          | Operations / Documents              | 52.9 GB  | 48.9 GB       | 4.0 GB         | 70    | 640             | 11 Oct 2026 |
|          | Marketing / Documents               | 33.7 GB  | 31.2 GB       | 2.5 GB         | 70    | 640             | 11 Oct 2026 |
|          | Staff Intranet / Documents          | 27.0 GB  | 24.9 GB       | 2.0 GB         | 70    | 640             | 11 Oct 2026 |
| ● Medium | Clients / Preservation Hold Library | 14.8 GB  | 14.8 GB       | 0 bytes        | 2     | 1               | 8 Sep 2025  |
| ● Medium | Finance / Preservation Hold Library | 7.4 GB   | 7.4 GB        | 0 bytes        | 2     | 1               | 8 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   | 1 Oct 2026  | sites/clients/Shared Documents/Scans     |
| Old camera images         | Clients    | 1.2 GB   | 10 Sep 2026 | sites/clients/Shared Documents/Images    |
| Scanner exports 2022.zip  | Finance    | 1.1 GB   | 1 Oct 2026  | sites/finance/Shared Documents/Scans     |
| Copy of Copy of Rota.xlsx | Clients    | 614.4 MB | 9 Oct 2026  | sites/clients/Shared Documents/Rotas     |
| Old camera images         | Finance    | 614.4 MB | 10 Sep 2026 | sites/finance/Shared Documents/Images    |
| Scanner exports 2022.zip  | Operations | 563.2 MB | 1 Oct 2026  | sites/operations/Shared Documents/Scans  |
| Copy of Copy of Rota.xlsx | Finance    | 307.2 MB | 9 Oct 2026  | sites/finance/Shared Documents/Rotas     |
| Old camera images         | Operations | 307.2 MB | 10 Sep 2026 | sites/operations/Shared Documents/Images |

| Item                      | Site       | Size     | Deleted    | Deleted from                            |
|---------------------------|------------|----------|------------|-----------------------------------------|
| Copy of Copy of Rota.xlsx | Operations | 153.6 MB | 9 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        | 3 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 13 Oct 2026, 04:00 UTC.