

# A file list shows how much of your fastest storage has sat untouched for a year

About 15 minutes, from a file list you already have

You pay for every terabyte on your fastest storage (the tier you bought for speed), whether anything uses it or not. One large shared folder (a share) sorted by date shows how much of it nobody has changed in a year.

**Yes 2** Written down, with a date (a log, a screen, a document), and it meets your own plan.

**Partly 1** Remembered, but not written down, or the record shows you missed your plan.

**No 0** Nobody knows, or it was never done. A blank is a finding.

"None, checked on a date" counts as a record. No plan or target written down? Write your guess first, then measure: the guess is your plan.

## Five questions about your own setup

**1** The share you checked

**Your answer, and where it is written down (with the date)** Which large share on your fastest storage did you check? Write the share, the server it sits on, and the date.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter Next quarter

**How to raise it**

Where to find it:
Your storage admin, or the array's volume list, which shows what tier the share's volume sits on. Not sure which tier it is? Ask before you count anything. A share on slower storage answers a different question.

To get it to a 2:
The share, the server and the date written down, with the tier confirmed from the volume list or by your storage admin.

What this does not prove:
One share is not all your storage.

A sheet to write the readings on: five readings from your own dashboard

**2** Size of the files older than a year

**Your answer, and where it is written down (with the date)** How much space do the files in that share older than one year take? Write the size and the date you read it.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter Next quarter

**How to raise it**

Where to find it:
The share open in the file browser you already use (File Explorer on a Windows server), subfolders included, sorted by Date modified. Select every file older than one year, right-click, open Properties and read the total size.

To get it to a 2:
A size read from Properties on the sorted, dated selection, written with the date.

What this does not prove:
Date modified is not the last time someone opened a file. A file someone reads every week can still show an old date.

**3** Size of the whole share

**Your answer, and where it is written down (with the date)** What is the size of the whole share, read on the same day as row 2?

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

**How to raise it**

**Where to find it:**
Properties on the whole share, with subfolders included.

**To get it to a 2:**
A size from Properties, dated the same day as row 2.

**4** The old files as one number

**Your answer, and where it is written down (with the date)** Old size divided by whole size, as one number, with both sizes beside it. Next to it, the most old data your own plan allows on the fastest storage.

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

**How to raise it**

**Where to find it:**
Rows 2 and 3, with a calculator. Your records-retention rules (rules on how long you must keep files) may say some old files must stay. No limit written down? Write your guess first, then divide, and score against the guess.

**To get it to a 2:**
The number written with the two sizes it came from, at or under the limit in your plan or guess.

**What this does not prove:**
The number is a starting point, not a list to delete.

**5** The sentence you can repeat upward

**Your answer, and where it is written down (with the date)** "The share we checked holds ___ of files nobody has changed in a year, as of this date." Written out, with the date you will check it again.

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

**How to raise it**

**Where to find it:**
Your notes from rows 1 to 4, and your team calendar for the next reading.

**To get it to a 2:**
The sentence written with the number and the date in a place the team can find, and the next reading booked inside the interval your team sets. No interval written down? Write your guess, such as every quarter, and score against it.

Your total, out of 10

**9-10** **Known** Score the same page again next quarter.

**5-8** **Partly known** Fix your lowest row this week.

**0-4** **Assumed** Do row 1 this week.

Two rules beat the total: if row 1 scores below 2, the result is Assumed. Any row that missed your plan or guess is your next step.

## What share of the folder you checked has not changed in a year?

### What this does not prove

One share's file dates show how much of that share nobody has changed in a year. They do not show it for the rest of your storage, or which old files you must keep.

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